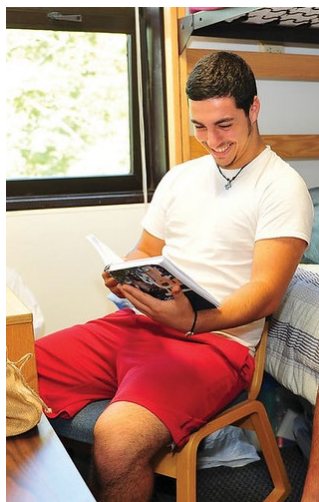




RESUME GUIDE

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RESUMES 101

The primary goal of a resume is to obtain an interview for an internship or job. A resume is not a recitation of *all* of your academic and work experiences, and it is not the means by which an employer decides whether to hire you or not. Rather, a resume provides **a snapshot of relevant and recent** experiences, accomplishments, and abilities that relate to the roles you intend to pursue.

In the hiring process, a resume becomes a tool that employer's use to determine whether or not to move a candidate through the next step in the evaluation process - an interview.

When you apply for an opportunity, it's important to know that employers often receive a high-volume of resumes in a tight job market, and recruiters spend very little time in the review process – some, seconds or under a minute. Given this, resumes crafted without the employer's needs in mind, that are difficult to read and/or contain errors are often screened out – so your goal is to create an **error-free, easy-to-read document** relevant to what the employer is seeking.

A RESUME IS:

Unique: every person has different experiences to bring to bear in a job-seeking process. A resume is as unique as the creator and there is no singular way to build your document.

Pertinent: an employer-ready resume includes relevant, recent and accurate content tailored to jobs or internships you intend to pursue.

Concise: a target length for a resume is generally 1-2 pages, but current students, recent alumni or those with limited experience should have no difficulty developing a one-page resume.

TIPS FOR CONTENT

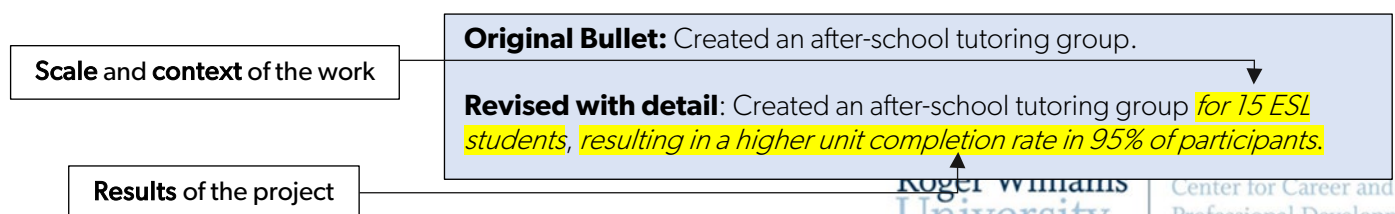
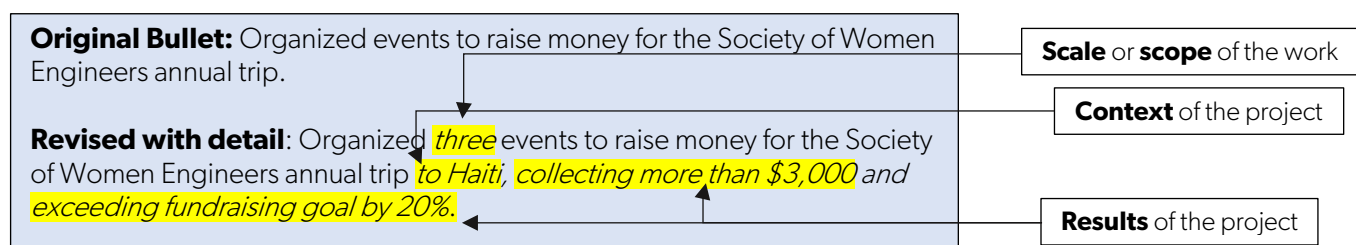
Create a list of your previous experiences and projects and ask yourself – what is/was your role?

From there, begin to **outline your key accomplishments** in your previous work or experiences – you might think about what was occurring, problems that you solved, populations you worked with or goals that you achieved. Brainstorming about these topics will help you identify key areas that can showcase your value for prospective employers.

From there, **review the resume samples included in this guide** and begin to format your outline by mirroring the sensibilities that you see throughout in a word processing software or platform (Microsoft Word, Google Docs).

When writing the content for your entries, **create achievement-oriented action statements** that show work results as well as responsibilities and include quantifiable details when possible. Add detail to your resume bullet points by including information highlighting your *results*, your *actions*, the *problems you faced*, the *scope or scale of your work*, the *skills you attained*, or the *context* of the project.

Think who, what, where, when, and why and **use numbers** to make your point. For example:



If you are having trouble coming up with your bullet points, **utilize www.onetonline.org to get ideas**. Type in a job function/title in the search bar, click on a similar job title to the work you are doing, and expand the “Tasks” section to see examples of ways to describe work tasks using industry-specific language.

You can also **use job descriptions to shape your content**. Find 3-5 job or internship opportunities you are interested in – no need to align these to your target geographical area for this purpose. Your goal is to find benchmarks, hone in on keywords that also connect to your skills and experience and incorporate these in to your material. Keywords also increase the chances of being selection through an electronic review process or ATS system.

TIPS FOR FORMATTING

- Appropriate Margins: .05 to 1.0
- Font Size 10-12, with consistent easy-to-read font style
- Free of spelling and grammatical errors
- Proper tenses (Present tense for present roles)
- Appropriate length: 1 page
- Education section begins with Roger Williams University
- Degree aligns with your major (Bachelor of Arts vs Science, etc.)
- Avoid using first person narrative (I, me, my)
- Avoid using templates or graphics (unless you are in a design, arts, or visual discipline)

RESUMES BY CAREER COMMUNITY

In the following pages, you will find example resumes sorted by career community. Career communities group professions and industries together around common skills and interests. It is important to use a resume layout that highlights the skills and experiences that are most highly valued within your career community. If you would like support identifying what career community lines up with your career interests, make an appointment with your Career Advisor!



YOUR NAME

CITY, STATE

PHONE NUMBER

EMAIL/LINKEDIN

EDUCATION

Roger Williams University, Bristol, RI | May 20XX
Cummings School of Architecture (NAAB Accredited)
Bachelor of Science in Architecture
Minor: Construction Management

The Institute for Fine and Liberal Arts at Palazzo Rucellai, Florence, Italy | Fall 20XX
Gained a global perspective on architecture and culture while living and studying in Florence and traveling throughout Italy and Europe

CERTIFICATIONS & AWARDS

OSHA 10 Hour Safety Course
Architecture Merit Scholarship (Fall 20XX – Spring 20XX)
Dean's List (Fall 20XX-Spring 20XX)

TECHNICAL SKILLS

Software: AutoCAD, Revit, Sketchup, Adobe Photoshop, Illustrator, InDesign, Microsoft Office
Drafting: Pencil, graphite, ink, charcoal
Languages: Conversational Spanish

INTERNSHIP EXPERIENCE

Castle Enterprises New York, NY
Architecture Intern | May 20XX

- Assisted in preparation of designs, renderings, diagrams, schematic drawings, and final working drawings for a new office building.
- Used AutoDesk Revit to create 3D models of the explored design.
- Coordinated with engineers and contractors to develop accurate and complete construction documents.
- Researched concepts, codes and trends in the industry and wrote summaries of findings for project lead.
- Performed site planning studies to ensure project met all applicable zoning and environmental regulations.

ADDITIONAL EXPERIENCE

Home Depot Swansea, MA
Sales Associate | Sept 20XX -Present

- Worked with diverse sales team to meet the needs of all customers including professional builders and weekend do-it-yourselfers.
- Demonstrated leadership by assuming the role of the lead representative in the absence of department manager.
- Applied knowledge of architectural principles and design concepts to assist customers in their design needs.

COLLEGIATE ACTIVITIES

American Institute of Architecture Students (AIAS) | Sept. 20XX-Present

Your Name

City, State

| Email

| Phone Number

| Website/Portfolio Link

EDUCATION

Roger Williams University | Bristol, RI
Bachelor of Arts in Visual Arts Studies | May 20XX
Concentration: Film, Animation and Video
GPA: 4.0/4.0, Dean's List Fall: 20XX-Present
Portfolio-Based Scholarships: Academic Excellence Scholarship, Trustee Scholarship

RELEVANT COURSEWORK

Sequential Art
Illustration I and II
Character Design for Illustration
Life Drawing
Advanced 2D Animation
Introduction to 3D Animation

NOTABLE PROJECTS

Context Magazine - Toy Illustration | 20XX
Created digital illustrations that explored the issue of gender-based marketing in toys and its impact on children's lives.

3D Animated Short Film - Keeper 205 | 20XX
Worked with a team of 3 to create a high-quality animated film using 2D and 3D techniques.
2D: Storyboard, concept art, and backgrounds,
3D: cameras, lighting, and composition

2D Animated Short Film - A Boiling Frog | 20XX
Created a short animated film from start to finish, including all aspects of the production process (storyboard, character design, backgrounds, animation, coloring, compositing, sound)

Rhode Island Transit Authority - Loss and Consequence Illustration | 20XX
Developed a digital illustration about the consequences of drinking and driving. Selected out of 500 submissions for inclusion in Showroom.

SKILLS

Studio: Representational Drawing and Painting in acrylic, watercolor, ink, graphite, charcoal. Hand drawn 2D animation and production. Experience in sculpture, installation, and stop motion animation

Computer: Mac OS, Windows, Adobe Suite (Photoshop, Illustrator, Dreamweaver, Flash, Premier Pro, After Effects), Microsoft Office, Final Cut Pro, 3DS Max Studio, Wacom Tablet

LEADERSHIP

RWU Leadership Retreat | Fall 20XX
Nominated by faculty to attend a 2-day workshop on leadership skills, interpersonal relationships, and group dynamics

Dr. Tait Leadership Seminar | Spring 20XX
Participated in leadership training and development workshops focused on team building

RWU Open House Student Panel | Spring 20XX
Nominated as only freshman out of 900 to speak and represent RWU to over 1,000 prospective students and families

ADDITIONAL PROFESSIONAL EXPERIENCE

Frost Gelato | Tucson, AZ | 20XX-20XX
Sales Clerk
Worked with a team to serve and accommodate customers, operated register, maintained store cleanliness and inventory

Safeway, Inc. | Tucson, AZ | 20XX-20XX
Sales Clerk
Provided customer service, maintained store cleanliness and inventory



YOUR NAME

GRAPHIC DESIGNER

(xxx)XXX-XXXX
CITY, STATE
YOURWEBSITE.COM
XXXXXXXXX@G.RWU.EDU

WORK EXPERIENCE

GRAPHIC DESIGN INTERN
MAY 20XX – PRESENT

LINCHPIN | PAWTUCKET, RI

Execute a variety of photo editing techniques such as cropping, color correction, sharpening, and resizing

Compose creative content for company social media channels (Instagram, Facebook, TikTok) with over 1,000 unique daily exposures

Design web-based graphic media for company managed client website; use HTML and CSS to code graphics into client website

ADDVENTURES | PROVIDENCE, RI

Provided design ideas and strategies for company client rebrand effort; worked to ensure that new branding met client specifications

Used social media analytics to track performance of company's digital platforms and identify potential threats and opportunities

Researched target audience, competitive landscape, and trends in digital marketing for 3 major clients.

ROGER WILLIAMS DESIGN CENTER | BRISTOL, RI

Led a team of six student workers in creating print designs for individual campus departments

Organized and prioritized tasks to ensure all projects were completed on time

Coordinated with outside printing contacts for special projects to ensure projects met clients' specifications.

DIGITAL MEDIA INTERN
MAY 20XX– AUG 20XX

LEAD GRAPHIC DESIGNER
Dec 20XX– Feb 20XX

EDUCATION

BACHELOR OF ARTS
GRAPHIC DESIGN COMMUNICATION
May 20XX

ROGER WILLIAMS UNIVERSITY | BRISTOL, RI

Minor in Photography & Visual Arts

Dean's List Fall 2019-Present

Lambda Phi Eta Communications Honors Society

INVOLVEMENT

VICE PRESIDENT
Dec 20XX - Present

BOARD MEMBER
Dec 20XX - Present

GRAPHIC DESIGN CLUB

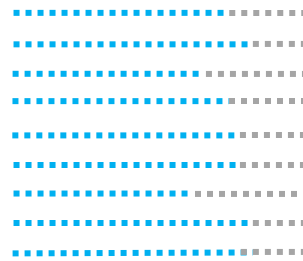
Collective of Graphic Design students and similar majors; work with local community non-profits on branding efforts.

HABITAT FOR HUMANITY @ RWU

Local chapter of Habitat for Humanity ; participate in a yearly build trip with other members of the Roger Williams University community.

KEY SKILLS

ILLUSTRATOR
INDESIGN
PHOTOGRAPHY
DIGITAL MEDIA
HTML 5
GRAPHICS
LAYOUT DESIGN
PSO TO HTML
MAC OS



Your Name

City, State | xxxx@g.rwu.edu | 555-555-5555 | www.linkedin.com/in/XXXX

EDUCATION

Roger Williams University, Bristol, RI May 20XX
Gabelli School of Business (AACSB Accredited) GPA: 3.2
Bachelor of Science in Management
Minor in Psychology

Bay High School, Farmington, NJ June 20XX
High School Diploma

ACADEMIC EXPERIENCE

Business Enterprise | RWU, Bristol, RI Sept 20XX – Dec 20XX
New Restaurant Business Plan

- Conducted comprehensive market analysis of food service industry in downtown Bristol RI; identified target market and competitive landscape.
- Used Excel to analyze data on overhead costs and restaurant success rates in nearby towns; developed graphics to represent data in a clear and concise way.
- Completed business plan that outlined production, marketing, and administrative management work processes required to open a new restaurant.

RELEVANT COURSEWORK

Accounting I: Financial | Accounting II: Managerial | Business Enterprise | Legal Environment of Business I | Computer Applications in Business | Data Analysis & Analytics with Excel

LEADERSHIP EXPERIENCE

Bay High School, Bristol, RI Sept 20XX – June 20XX
Softball Captain

- Assisted head coach in planning and executing team meetings, exercises, and practices
- Mentored first-year players on technique and general sportsmanship of game; encouraged players to develop their skills and knowledge of the game.
- Motivated team of 15 players to perform at their best; created a positive and supportive team environment by continually expressing enthusiasm and encouragement.
- Maintained inventory of team equipment; ensured equipment was properly maintained during the season.

WORK EXPERIENCE

GAP, Tiverton, RI Oct 20XX – June 20XX
Sales Associate

- Provided excellent customer service in assisting customers with finding products and completing transactions.
- Operated cash register accurately and efficiently to process customer payments and provide change.
- Organized store inventory; ensured items were properly displayed for customer viewing.
- Trained 3 other sales associates on store protocol and company procedures.

SKILLS

Microsoft Office: Microsoft Word, PowerPoint, Excel

COLLEGIATE INVOLVEMENT

Women's Softball | RWU June 20XX – Present
Member

Your Name

City, State | xxxx@g.rwu.edu | 555-555-5555 | www.linkedin.com/in/XXXX

EDUCATION

Roger Williams University, Bristol, RI

May 20XX

Bachelor of Science in Construction Management (ACCE Accredited)

GPA: 3.2

Minor in Business Management

Relevant Coursework:

Estimating & Scheduling, Computer Applications for Construction Management, Plans Specifications and Building Codes, Advanced Construction Methods and Materials with Lab

SKILLS

Software: Microsoft Word, Excel, PowerPoint, Project, Visio, AutoCAD, SolidWorks, Bluebeam, Revit,

Technical: Design, General Construction, Small Equipment Operation, Automotive Repair

INTERNSHIP EXPERIENCE

Georgetown Construction, Northtown, NY

Jan. 20XX – May 20XX

Construction Intern

- Collaborated with development team to develop and submit RFIs that resulted in clarification of plans and drawings, avoiding costly delays and rework.
- Provided oversight and support to subcontractors to ensure that daily activities were completed on time and within budget.
- Inspected heavy construction site on a daily basis to ensure all protocols were followed; identified and addressed any potential safety hazards.
- Created as-built drawings using Bluebeam and AutoCAD.
- Supported office staff in managing project schedule and budget; delivered regular updates to the team.

WORK EXPERIENCE

East Kentucky Frontier Camp, Port William, KY

Jun. 20XX – Aug. 20XX

Camp Counselor

- Scheduled and co-led various outdoor and indoor recreational activities, including sport and team-building exercises, for groups of 10-20 children ages 4-14
- Monitored safety and completed necessary paperwork, including intake, counselor evaluations and incident forms

Wallace Department Stores, Carrollton, KY

Jul. 20XX – Aug. 20XX

Sales Associate

- Tracked soft lines sales goals for each shift and aided customers in finding appropriate products
- Met or exceeded soft line sales goals on a regular basis.
- Presented myself and the brand in a positive and friendly manner when interacting with customers.

COLLEGIATE INVOLVEMENT

RWU Construction Management Club

Sept. 20XX

Member

Habitat for Humanity

Sept. 20XX

Member

Your Name

City, State | xxxx@g.rwu.edu | 555-555-5555 | www.linkedin.com/in/XXXX

Education

Roger Williams University, Bristol, RI

May 20XX

Bachelor of Science in Engineering - ABET Accredited

Specialization: Mechanical Engineering

Relevant Coursework

Engineering Design | Machine Design | Computational Fluid Dynamics | Fluid Mechanics | Statics |

Manufacturing & Assembly | Circuit Theory | Thermodynamics | Dynamic Modeling & Control | Acoustics

Engineering Experience

Roger Williams University, Bristol, RI

August 20XX – Present

Research Assistant

- Develop and implement a computational model to simulate interaction of wind and waves with offshore floating wind turbines.
- Run simulations using FAST, an open-source wind turbine simulation software.
- Analyze results of simulations and make recommendations for improvements to wind turbine design.
- Communicate research findings to technical audiences at regional and national conferences in a clear and concise manner.

General Dynamics: Electric Boat, Groton, CT

May 20XX – August 20XX

Engineering Trainee

- Developed and verified calculations for critical structural components of Virginia Class submarines, ensuring they met all design and safety requirements.
- Reviewed and prepared technical documents for presentation at weekly team meetings; communicated effectively with team members to ensure documentation was consistent and up-to-date.
- Collaborated with team of 4 engineers to resolve shipboard problems with components, systems, and structures; identified and analyzed root causes of problems and developed and implemented solutions.

Academic Experience

Engineering Senior Design, Bristol, RI

August 20XX – Present

Senior Design Project

- Collaborate with 6 team members to design and fabricate a bike-trailerable multi-passenger boat.
- Apply engineering design principles to enhance product, such as improving efficiency of propulsion system and stability of the boat.
- Present final product design to technical and non-technical audiences at RWU Senior Design Showcase.

Leadership Experience

RWU Tutoring Center, Bristol, RI

September 20XX – Present

Front Desk Assistant

- Warmly welcome 20-30 students per shift in a fast-paced environment, coordinate check-in, and direct them to appropriate designations.
- Direct client inquiries, resolve conflicts, and create appointments with faculty and staff.

Technology Skills

- AutoCAD, SolidWorks, MATLAB, Microsoft Office Suite, Finite Element Analysis, OpenFAST, OpenFoam, JavaScript

Collegiate Involvement

American Society of Mechanical Engineers, RWU

September 20XX – Present

Society of Women Engineers, RWU

September 20XX – Present

Your Name

City, State | xxxx@g.rwu.edu | 555-555-5555 | www.linkedin.com/in/XXXX

EDUCATION

Roger Williams University | Bristol, RI
Gabelli School of Business (AACSB Accredited)
Bachelor of Science in Finance
Minor: Accounting | Core Concentration: Spanish
• Dean's List: Fall 20XX - Present

May 20XX
GPA: 3.6

RELEVANT COURSES

- Principles of Investments, Financial Statement Analysis, International Finance, Advanced Financial Management, Risk Management Insurance, Personal Financial Planning, Bank Management

RELEVANT EXPERIENCE

Fidelity Investments | Smithfield, RI
Systems Analyst Intern

Summer 20XX

- Led two teams of interns in creation of an investing app and a meeting scorecard.
- Delegated tasks effectively and motivated team members to achieve their goals.
- Demonstrated strong organization and time management skills by effectively managing 3 projects simultaneously.
- Extracted data from databases and used Tableau to create clear, concise reports identifying trends and patterns.
- Analyzed mutual funds to select ones that should be included in investing app based on likelihood of success with college-age consumers.

Financial Solutions | Boston, MA
Research & Development Data Analyst Intern

Spring 20XX

- Collaborated with four students to research and develop solutions to lower company costs.
- Conducted market and company-specific research to identify potential clients within a set geographic radius; researched company products and services to determine which would be most appealing to potential clients.
- Generated quotes from top selected partners to efficiently lower costs and maintain quality.
- Presented findings to company leaders and made recommendations for implementation.

ADDITIONAL EXPERIENCE

Center for Career & Professional Development | RWU
Office Assistant

Fall 20XX – Present

- Provide excellent customer service to students and employers by answering questions in a clear and concise manner and directing them to appropriate resources.
- Create engaging and informative content to promote office events, internship positions, and job postings via email and office social media accounts.
- Enhance efficiency of the office by coordinating schedules of seven professional staff, recording and relaying detailed messages, and scanning documents to file electronically.
- Provide administrative support to professional and student staff; organize and compile materials for 10-week Career Planning Seminars.
- Represent the office to internal and external stakeholders at RWU Open Houses, Career Fairs and other career related events

Italian Bar & Grill | Boston, MA
Waitress

Summer 20XX

- Provided excellent customer service to all patrons in a 150-seat dining room by taking orders, delivering food, and resolving customer issues in a timely and efficient manner.
- Trained 5 new staff in restaurant protocol including customer service standards and proper food handling

CAMPUS INVOLVEMENT

RWU Habitat for Humanity | *Member* | Pendleton County, WV

Spring 20XX

10

Your Name

City, State | xxxx@g.rwu.edu | 555-555-5555 | www.linkedin.com/in/XXXX

EDUCATION

Roger Williams University, Bristol, RI

May 20XX

Gabelli School of Business (AACSB

GPA: 3.5

Accredited) *Bachelor of Science in Accounting*

Core Concentration in Communications

- Dean's List: Fall 2020 – Present
- Road to 150: On track to complete 150 credits in Spring 20XX

PROFESSIONAL EXPERIENCE

Smith & Scott Accounting Firm, Providence RI

Accounting Intern

June 20XX – Present

- Collaborate with team of 5 accounting interns to develop auditing strategy that effectively ensures accuracy of financial records.
- Review audit analysis in collaboration with other team members; identify any potential problems with the analysis and make recommendations for improvements.
- Prepare, review, and organize bills for over 100 clients on a daily basis; maintain high level of accuracy in bill preparation resulting in no errors or discrepancies.
- Communicate effectively with accounting executives on daily operations to ensure all accounting procedures are completed in a timely and accurate manner.

Office Assistant

October 20XX – June 20XX

- Assisted accounting team with administrative tasks such as organizing and filing to promote organization.
- Utilized Excel to organize departments' financial records and produce pipelines for sales team.

COLLEGIATE EXPERIENCE:

Roger Williams University Student Senate, Bristol, RI

October 20XX – Present

Member

- Elected by majority of students to be a liaison between students and clubs.
- Manage over 60 Student Senate-endorsed clubs and organizations with a budget of over \$1 million.
- Interview and appoint student representatives to University Committees; ensure student representatives are qualified and represent interests of the student body.
- Communicate effectively with University President, Vice Presidents, and Dean of Students in monthly meetings to ensure students' needs are being met.
- Chair weekly meetings of twenty senators; ensure meetings are productive and tasks are delegated effectively.

WORK EXPERIENCE

Super Stop & Shop, Bristol, RI

February 20XX – Present

Customer Service Department Head

- Supervise upwards of 10 cashiers and baggers per shift; train new employees on general tasks such as operating cash registers, bagging groceries, and customer service.
- Accurately balance a minimum of 10 cash drawers per shift with upwards of \$1000 per drawer.
- Resolve conflicts between staff members; encourage teamwork and cooperation among staff.
- Delegate closing duties to maintain a clean and organized workplace.

SKILLS

Microsoft Word, PowerPoint, Excel

Your Name

City, State | xxxx@g.rwu.edu | 555-555-5555 | www.linkedin.com/in/XXXX

EDUCATION

Roger Williams University, Bristol RI

May 20XX

Bachelor of Arts in Anthropology + Sociology

Minor in Psychology

Community College of Rhode Island, Warwick RI

May 20XX

Associate of Fine Arts in English

LEADERSHIP EXPERIENCE

Residence Life and Housing, RWU Bayside Complex, Bristol, RI

May 20XX – Present

Head Resident Assistant

- Oversee approximately 80 residents and 11 RAs, providing support and guidance to ensure a positive and productive living environment.
- Develop and implement programs that promote positive mental health, community building, and well-being for residents, such as mindfulness workshops, peer support groups, and community service initiatives.
- Work with residents to resolve conflicts in a fair and respectful manner using active listening and mediation skills.
- Provide support to residents who are struggling with mental health challenges, academic difficulties, or personal issues; connect them with appropriate resources on campus.
- Uphold the Student Code of Conduct by educating residents about the rules and regulations and taking appropriate action when violations occur.
- Complete administrative tasks in a timely and efficient manner: write reports, perform resident hall safety checks, and nightly duty roams

RWU Office of Undergraduate Admissions, Bristol, RI

May 20XX – Present

Administrative Assistant

- Build relationships with prospective students and their families by being friendly, helpful, and knowledgeable about the University and its offerings.
- Provide administrative support to 10 counselors by assisting with filing and responding to phone and email inquiries.
- Deliver informative and engaging presentations to tour groups of up to 75 people.

Glidelakes High School, Springfield, CT

Dec 20XX – June 20XX

Peer Mentor

- Helped mentees set academic and personal goals and develop strategies for achieving them.
- Resolved academic and social issues that mentees were facing in a supportive and confidential manner.
- Connected students with resources and opportunities that would benefit them.
- Tracked students' progress toward goals and made adjustments to strategies as needed.

Tutor

Sept 20XX – June 20XX

- Tutored elementary-aged students once a week in math and reading.
- Designed activities and games tailored to elementary-aged students' interests and learning styles, helping them retain information more effectively.
- Provide teachers and families with specific feedback on their student's progress, helping them identify areas of improvement.
- Awarded Volunteer Tutor of the Year for commitment to helping students succeed and creativity in designing & implementing activities.

SKILLS

Microsoft Word, PowerPoint, Excel, Canva

CPR & First-Aid Certified by the American Red Cross

May 20XX

Languages: English & Spanish

Your Name

City, State | xxxx@g.rwu.edu | 555-555-5555 | www.linkedin.com/in/XXXX

EDUCATION

Roger Williams University, Bristol, RI

May 20XX

Bachelor of Arts in Psychology

GPA: 3.2

Double Minor: Communication and Anthropology + Sociology

- Dean's List: Fall 20XX – Present

Study Abroad: **Umbra Institute**, Perugia, Italy

January 20XX

- Gained a global perspective while living, studying, and traveling throughout Italy and Europe

PROFESSIONAL EXPERIENCE

Child and Family, Middletown, MA

December 20XX – Present

Sandpiper Intern

- Supervise small groups of children ages 3-7 during daily activities and play, ensure their safety and well-being.
- Provide a therapeutic environment that promotes the physical and mental health of children using evidence-based practices.

Newport County Court House, Newport, RI

June 20XX – November 20XX

Domestic Violence Advocate

- Supported victims and families through the process of obtaining and dropping restraining and no-contact orders.
- Worked with victims and families to develop safety plans and connect them to resources in the community.
- Attended and observed District & Family Court trials; wrote reports and summaries of trials to be used by Newport County to improve its services.

WORK EXPERIENCE

Office of State Representative Nikki Tsongas, Lowell, MA

November 20XX – May 20XX

Social Media Intern

- Developed and executed a social media strategy that resulted in a 25% increase in visibility.
- Continuously monitored social media profiles for comments and concerns from constituents; responded to concerns in a timely and respectful manner.
- Collaborated with other campaign staff to address complex constituent concerns.

Campaign Intern

June 20XX – November 20XX

- Contributed to a voter turnout campaign that increased turnout in Representative Tongas' district by 15%.
- Conducted door-to-door canvassing and telemarketing to encourage voter turnout.
- Recruited and trained volunteers to participate in the campaign.

COLLEGIATE INVOLVEMENT

Big Brothers Big Sisters of Massachusetts, Fall River, MA

September 20XX – Present

Mentor

- Meet twice per month with youth community member, helping mentee develop their academic skills and enhance their self-esteem and confidence.

SKILLS

Proficiency in Microsoft Office: Word, PowerPoint, Excel, and Publisher, SPSS

Your Name

City, State | xxxx@g.rwu.edu | 555-555-5555 | www.linkedin.com/in/XXXX

EDUCATION

Roger Williams University, Bristol, RI
Bachelor of Arts in Secondary Education
Minor: History

May 20XX
GPA: 3.6

- Dean's List: Fall 20XX-Present

Certification: Rhode Island Department of Education, Elementary Education, Grades 1-6 (Application Pending)

STUDENT TEACHING & FIELD EXPERIENCE

Calvin-Keller Elementary School, Providence, RI
Student Teacher, Third Grade: 25 students

Oct. 20XX-May 20XX
Jan.-May 20XX

- Designed an original inquiry-based social studies unit where students used primary source documents to explore rights guaranteed by the First Amendment
- Created learning centers and bulletin boards to help students visualize and understand scientific concepts, including photosynthesis, rocks, minerals, and cellular respiration.
- Administered STAR Reading Assessment to assess students' reading skills and develop individualized interventions for students who were struggling.
- Implemented a comprehensive classroom management plan with point-based rewards and embedded kinesthetic activity

Field Experience, Second Grade: 24 students

Oct.-Dec. 20XX

- Designed four original lessons for 30 advanced readers; used a variety of instructional strategies to engage students and promote learning.
- Assisted in remedial lessons for 16 students struggling in the vocabulary and content use domain
- Directed students through an original writing activity; edited and compiled their writing into a class book.

ADDITIONAL EXPERIENCE

Camp Berryman, McAlister, MA | *Camp Leader*

May 20XX – August 20XX (Seasonal)

- Produced, reviewed, and supervised over 25 counselor lesson plans/sessions and coordinated counselor activities to ensure they were safe and effective.
- Led 15 overnight hiking, canoeing, and camping trips in the Adirondack Mountains; taught students essential outdoor skills and developed their confidence and teamwork skills.
- Practiced integrated problem-solving approaches and developed and used emergency action plans

R. Lowell Middle School, Stockbridge, MA | *Volunteer Tutor*

February 20XX – May 20XX

- Supported an after-school tutoring group for 15 ESL students focusing on vocabulary and fluency, resulting in a higher unit completion rate in 95% of participants, month-over-month
- Used records of tutoring sessions to track students' progress and identify areas for additional support.

COLLEGIATE INVOLVEMENT

Department of Residence Life and Housing - RWU | *Resident Assistant*

Aug. 20XX-May 20XX

- Built relationships with residents and Residence Life Administrators to advocate for student concerns.
- Planned and executed 5 events for 400+ residents promoting community building and social interaction.

SKILLS

Student/Learning Management: PowerSchool, SkyWard, Blackboard, Google Classroom

Software: Microsoft Office Suite, Google Suite, Adobe InDesign

Additional Certifications: CPR, First Aid (American Red Cross, June 20XX)

Your Name

City, State | xxxx@g.rwu.edu | 555-555-5555 | www.linkedin.com/in/XXXX

EDUCATION

Roger Williams University, Bristol, RI
Bachelor of Science in Criminal Justice
Minor in Global Communications

May 20XX

RESEARCH EXPERIENCE

School of Justice Studies – RWU | *Research Assistant*

Sept 20XX – Dec 20XX

"Supreme Court Case Analysis, Wrongfully Acquitted in Coercive Interrogations"

- Handpicked by Political Science department chair for faculty research project based on demonstrated research and analytical skills.
- Assembled comprehensive database of 250 U.S. Supreme Court briefs using LexisNexis, enabling robust analysis of case history and positions.
- Constructed detailed Excel spreadsheets to compile, organize and analyze primary experimental data and research findings.
- Recruited and scheduled over 20 students for participation in research experiments. Ensured adequate sample size for statistically significant results.

RELEVANT EXPERIENCE

Geissler's Supermarket, Windsor, CT | *Closing Manager/Book Keeper*

Feb 20XX – Present

- Completed comprehensive training program and earned Loss Prevention II Certificate from IGA Institute (March 20XX), develop expertise in investigating and preventing retail loss.
- Provide hands-on training for 8 new employees to ensure proficiency in customer service, cash handling, safety and security procedures.
- Supervise front-end team at customer service desk; delegate tasks effectively and efficiently.
- Maintain accurate cash-flow records and follow closing procedures to secure store nightly.
- Resolve customer complaints professionally and in a timely manner.

Boston Police Department, Boston, MA | *Probation Intern*

Sept 20XX – Nov 20XX

- Observed courtroom proceedings to gain firsthand understanding of the judicial system from experienced judges, lawyers and law enforcement.
- Wrote daily reports summarizing interactions between probation officers and probationers, demonstrating concise, objective writing skills.
- Researched probation and corrections best practices and updated departmental manual with 50+ new programs to better serve probationers.

Department of Public Safety – RWU | *Work Study Student*

Sept 20XX – May 20XX

- Consulted with Associate Director to align campus public safety policies and procedures with accreditation standards.
- Maintained accurate records of all Student Driver Authorizations in the University's IIX database using Excel
- Designed visually engaging and informative brochures promoting campus safety programs and resources for general campus audience.

SKILLS/CERTIFICATIONS

AHA Heartsaver First Aid & CPR (April 20XX); PAC Restraint Techniques Trainer; MAP Certified (October 20XX)

Your Name

City, State | xxxx@g.rwu.edu | 555-555-5555 | www.linkedin.com/in/XXXX

EDUCATION

Roger Williams University, Bristol, RI

May 20XX

Bachelor of Science in Public Health

Core Concentration in Chemistry

- Dean's List: Fall 20XX – Present

Relevant Coursework:

Public Health Essentials | Foundations of Epidemiology | Global Health | Applied Practicum in Public Health | Bioethics: Life, Health and Environment | Ethics | Moral and Ethical Issues in Health Care | Health Policy

LEADERSHIP EXPERIENCE

Health and Wellness Educators (HAWEs), RWU, Bristol, RI

Sept 20XX – Present

Mental Health Team

- Develop and execute educational workshops, poster campaigns, and social media outreach aligning with university mission, educating over 500 students annually on issues like alcohol abuse, sexual health, and mental wellness.
- Create and present prevention campaigns and interactive residence hall workshops, educating over 300 students per semester on alcohol abuse awareness, safe sex practices, and mental health resources.
- Complete motivational interviewing (MI) training to provide personalized health behavior change coaching to peers.
- Coordinate with teammates to promote workshops and events to student audience through social media and campus marketing. Achieved highest workshop participation rate in 5 years in 20XX-20XX.

WORK EXPERIENCE

Spanish Immersion Scholar Program, Westbrook, RI

Sept 20XX – Present

Program Support Specialist

- Build meaningful relationships with Spanish-speaking roommates through cultural sensitivity and adaptability.
- Lead discussions on Spanish history, culture, and ideology with groups of 20+ students.

Sporting Goods Shop, Warwick, RI

June 20XX – Aug 20XX

Customer Support

- Identified customer needs and made targeted product recommendations, driving increased sales.
- De-escalate customer issues and resolve complaints efficiently, maintaining positive customer experiences.
- Designed and constructed engaging visual retail displays to boost product interest and purchases.

Stop & Shop, Warren, RI

Oct 20XX – Aug 20XX

Cashier

- Onboarded 8 new retail employees on touch screen POS system through hands-on training. Ensured proficiency within 2 weeks.
- Presented promotional materials to customers and recommended products based on needs. Provided feedback to management on improving customer experience.

COLLEGIATE INVOLVEMENT

Pre-Health Club | RWU

Sept 20XX – August 20XX

Member

- Networked with RWU alumni and current students to learn about career paths into health professions.

Your Name

City, State | xxxx@g.rwu.edu | 555-555-5555 | www.linkedin.com/in/XXXX

EDUCATION

Roger Williams University, Bristol, RI

Bachelor of Science in Biology

Double Major in Chemistry

May 20XX

GPA: 3.8

- Dean's List: Fall 2019-Present

RESEARCH EXPERIENCE

Biology Department, RWU, Bristol, RI

Feb 20XX – Present

Genetic Research Assistant

- Conduct research on the location of the DNA mutation responsible for cardiac arrhythmia in the KCNE gene family of slo-mo Zebrafish
- Execute PCR on DNA samples to isolate and sequence genes of interest.
- Perform qualitative and quantitative statistical analyses of data collected, validating results.
- Use R software to analyze data and create visualizations.
- Follow proper ethical guidelines and safety protocols when handling live Zebrafish specimens, ensuring humane treatment.
- Present academic poster on research findings at professional conference and university symposium; effectively communicate complex genetic concepts to scientific and general audiences.

LEADERSHIP EXPERIENCE

Tutoring Center, RWU, Bristol, RI

Sept 20XX – Present

Chemistry Tutor

- Review course materials and collaborate with professor to develop effective explanations for complex concepts in undergraduate introductory chemistry lectures
- Provide individual and small-group tutoring to students, resulting in 75% of tutees seeing improvement in their overall course grade
- Create customized study guides, outlines, and PowerPoints to reinforce key lessons

Foundation for International Medical Relief of Children, RWU, Bristol, RI

Sept 20XX – Dec 20XX

Vice President

- Co-founded university chapter of global nonprofit that provides medical equipment and supplies to underserved clinics
- Organized fundraising events that secured over \$5,000 in donations
- Attended medical service trip to Las Delicias Pediatric Clinic in El Salvador to set up newly donated equipment and interact with patients

YMCA Camp Coniston, Croydon, NH

June 20XX – July 20XX

Assistant Waterfront Director/Counselor

- Oversaw training & management of 70+ lifeguards and swim instructors
- Led emergency search and rescue drills for water safety
- Provided coaching and feedback to build cohesive, high-performing aquatic staff

PUBLICATIONS AND PRESENTATIONS

Last Name, Initial. (20XX, May). DNA mutations and cardiac arrhythmia in slo-mo zebrafish (Poster Presentation). Eastern New England Biology Conference, Hartford, CT.

Last Name, Initial. (20XX, April). DNA mutations and cardiac arrhythmia in slo-mo zebrafish (Poster Presentation). RWU Student Academic Showcase, Bristol, RI.

SKILLS AND CERTIFICATIONS

Certified in handling vertebrate animals (CITI Program), August 20XX

Research skills: PCR, microscopy, gel electrophoresis, titration, centrifuge, Chromis Pro, R

YOUR NAME

City, State | xxxx@g.rwu.edu | 555-555-5555 | www.linkedin.com/in/XXXX

EDUCATION

Roger Williams University, Bristol, RI
Gabelli School of Business (AACSB Accredited)

May 20XX
GPA: 3.7

Bachelor of Science in Marketing

Minor in Graphic Design

- Dean's List: Fall 2020 – Present

Relevant Coursework

Computer Applications in Business | Management Principles | Marketing Research | Advertising Campaign Research | Business Ethics | International Business | Small Business Principles

ACADEMIC EXPERIENCE

Trend Analysis in Consumer Goods, RWU

Feb 20XX – June 20XX

Market Search Analysis Project

- Utilized comprehensive databases to conduct in-depth research on psychology of branding and consumer behavior; generated insights into attraction triggers and purchasing motivators.
- Analyzed demographic marketing data and buying patterns across age groups, genders, and product types to identify correlations between target audiences and purchasing habits.

RELEVANT EXPERIENCE

Cupcake Factory, Warren, RI

Sept 20XX – Present

Social Media Coordinator

- Manage Instagram, Snapchat, TikTok, and Facebook platforms to strategically display brand and promote organizational events, improving company website click rate by 12%.
- Create engaging graphics for flyers, posts, and campaigns using Photoshop and Canva, operating efficiently under tight deadlines.
- Lead social media product launch campaigns with scheduled content and customer engagement through surveys and Q&As.

Campus Entertainment Network, RWU

May 20XX – Present

Chair, Marketing Committee

- Lead 5-person committee to develop marketing campaigns for 6 large-scale campus programs annually, including creative strategy, budgeting, and execution.
- Delegate tasks across committee and provide ongoing direction to team members, holding them accountable to budgets, deadlines, and quality standards.
- Utilize project management tools to track campaign progress and adjust as needed.
- Review post-event metrics and present analysis of marketing performance to key stakeholders on an annual basis, highlighting successes and making data-driven recommendations for improvement.

Boards Shop, Milton, CT

Nov 20XX – Dec 20XX

Marketing Intern

- Developed marketing campaign in collaboration with marketing department for launch of a new paddleboard product for company; increased market base by 3%
- Established media partnerships and coordinated social media and print ad efforts for 3-person team, devised integrated marketing plans for multiple platforms.
- Communicated mission and product benefits to prospects; leveraged strong interpersonal skills to problem-solve issues and answer questions on the spot.

SKILLS

Microsoft Office: Microsoft Word, PowerPoint, Excel

Your Name

City, State | xxxx@g.rwu.edu | 555-555-5555 | www.linkedin.com/in/XXXX

EDUCATION

Roger Williams University, Bristol, RI May 20XX
Bachelor of Arts in Communication and Media Studies GPA: 3.6
Double Minor in Psychology and Graphic Design
- Dean's List: Sept 2019 - Present

COLLEGIATE INVOLVEMENT

RWU Center for Student and Academic Success, *Peer Mentor*, Bristol, RI August 20XX – Present

- Complete intensive week-long training program to develop effective mentoring, advising, and communication skills.
- Inform groups of 30+ students on academic, social, and wellness resources; provide real-time support and guidance.
- Advise individual students on tools and strategies for academic and social success through 1:1 coaching.
- Participate in student enrichment committees; design initiatives to boost engagement and achievement across campus.
- Manage exam prep workshops, study tools, and time management seminars as member of Academic Enrichment Committee.

Hawks Herald, *Writer*, Bristol, RI August 20XX – May 20XX

- Authored daily blog chronicling RWU Hawk experience through coverage of events, projects, and initiatives that showcased campus life.
- Ensured consistent posting schedule and grew readership by 32% over 2 semesters through compelling storytelling and inclusive content.

Roger Williams University, *Community Connections Site Leader*, Bristol, RI August 20XX

- Led, motivated, and supervised groups of 20 incoming freshmen during annual community service days.
- Briefed students on service protocols and expectations; ensured adherence to safety guidelines.

WORK EXPERIENCE

Newport Harbor Hotel, Newport, RI January 20XX – Present

Administrative Assistant

- Produce email campaigns and design promotional flyers using Publisher to drive event participation.
- Provide excellent customer service at front desk, answering inquiries and managing administrative tasks efficiently.

Child Play Summer Camp, Barrington, RI June 20XX – Present (seasonal)

Playcare Administrator

- Lead special-needs campers in customized engagement activities; develop specialized agendas and facilitate group play.
- Received Staff Member of Session award 3 times for outstanding camp leadership and dedication.

SKILLS & CERTIFICATIONS

-
- Proficient in Microsoft Word, PowerPoint, Excel, Publisher; Adobe Photoshop, InDesign
 - Experience with social media: Facebook, Twitter, Instagram, YouTube, TikTok
 - First Aid and CPR Certified (20XX)

Your Name

City, State | xxxxx@g.rwu.edu | 555.555.5555

EDUCATION

Roger Williams University | Bristol, RI
Bachelor of Arts in Communication & Media Studies
Specialization: Visual Arts—Film/Animation/Video

December 20XX

Relevant Coursework & Projects

International Communication | Intercultural Communication | Entertainment Industries | Writing for Mass Media | Digital Tools and Methods | Race, Ethnicity and Media

Race, Ethnicity and Media Final Project | RWU

May 20XX

- Researched and co-created podcast “Let’s Talk About Race;” produced episode about New Hampshire’s African Burying Ground and Memorial Park
- Authored final script and hosted podcast episode

Global Circles Virtual Exchange | RWU

February 20XX – March 20XX

- Engaged with international partners in “Taking New Action to Tackle Global Hunger,” a discourse-based virtual roundtable to address critical issues facing local and global communities.

15th Annual RWU Student Film Festival | RWU

December 20XX

- Produced 3 original short films featured at a student film festival, honing end-to-end video production skills.

COMMUNICATION EXPERIENCE

TikTok | Global account based in City, State
Content Creator

August 20XX – Present

- Create and manage social media channels since 2019, producing viral video content. Amassed massive global audience of 2.7M followers and 6.7M likes since 20XX.
- Consistently achieve over 500K views per video, with top-performing content garnering 5M+ views. Average engagement rate of 18% (compared to platform benchmark of 3-5%).
- Maintain 8% follower growth month over month through innovative content strategy and community building initiatives.
- Garner regional and global media exposure through interviews with major outlets including Access Hollywood, NBC10 Boston, Boston Globe, WCVB-TV Chronicle, and Daily Mail.
- Secure features in global media outlets and TV segments, increasing reach and brand visibility. Outlets have included The Today Show Australia, Yahoo! News.
- Monetize original content through negotiations with TV networks and global media firms. Currently fielding offers through talent agencies to secure brand sponsorships.

SKILLS

- Expertise with social media platforms: TikTok, Instagram, Facebook, YouTube.
- Extensive gaming experience with ranking record in top 0.1% worldwide. Knowledge of online gaming platforms, including hardware requirements for optimum performance.
- Proficient in Microsoft Office Suite, including Word, PowerPoint, and Excel.

Your Name

City, State | xxxx@g.rwu.edu | 555-555-5555 | www.linkedin.com/in/XXXX

EDUCATION:

Roger Williams University, Bristol, Rhode Island May 20XX
Bachelor of Science in Cybersecurity and Networking GPA: 3.87

Minor: Psychology

- Dean's List: Sept 2018-Present

Study Abroad: Prague College, Prague, Czech Republic Dec 20XX

- Gained a global perspective while living, studying, and traveling throughout the Czech Republic

TECHNICAL SKILLS/TRAINING:

- Proficient in Java programming, Linux, Microsoft Word, PowerPoint, Computer Hardware, Windows OS, Wireshark, and operating and configuring Cisco Networking equipment
- Familiar with Virtual Machines, C++ programming, Kali Linux, Penetration Testing, Open Source Intelligence, Traversing the Dark Web, Magnet Acquire, AXIOM Process, and AXIOM Examine

ACADEMIC EXPERIENCE:

Protective Systems and Inspection, RWU Sept 20XX – Dec 20XX

Instruction Detection Project

- Executed network attack/defense simulations, honing skills in threat detection, analysis, and mitigation leveraging tools like IDS, IPS, firewalls, and Wireshark.
- Analyze network traffic, inspect packets, scan signature databases, and deploy deception technology including honeypots and honeynets to identify threats.

RELEVANT WORK EXPERIENCE:

Smith Research Corporation, Middletown, RI Aug 20XX – Dec 20XX

Intern Programmer

- Automated analysis of firewall logs versus login events using Python scripts, efficiently identifying suspicious access patterns.
- Collaborated with 10-person team to build moderate interaction software system from the ground up, practicing effective communication and collaboration skills.

Hightec Inc., Boston, MA May 20XX – Aug 20XX

Cyber Security Intern

- Worked closely with Director of Information Security to ensure accuracy while reviewing controls and criteria for security audits.
- Partnered with System Admins to implement LDAP authentication integration and troubleshoot system health issues.
- Evaluated potential phishing threats with Cyber Security Analysts; conducted malware analysis on suspicious emails using VirusTotal to filter out false positives.

WORK EXPERIENCE:

New York Yacht Club, Newport, RI May 20XX

Shift Manager

- Manage weekend staff of up to 8 employees as Waterfront Manager at boating rental business.
- Organized events, lessons, and summer camp for 70+ campers per week.
- Participated in hiring and training initiatives to onboard new staff. Developed schedules, assigned shifts, and planned operations to maintain smooth customer experience.

RESUMES BY CLASS YEAR

Your resume will evolve and change throughout your career. During your time at RWU, your resume should become more tailored and specific as you advance through your degree. While in your first year your resume might be broad and include older experiences such as things you did in high school, over time those items will be removed and replaced with more recent experiences that relate directly to your field of study and/or industry of interest.

The examples on the next few pages illustrate the differences in specificity and depth between a first-, second-, third-, and fourth-year resume. Remember that these are only examples and your resume will look different depending on your unique skills and experiences!

Be sure to set aside time regularly to update your resume with new experiences and adjust it for any changes to your target field or profession. We recommend updating your resume no less than once per semester!



First-Year Student Resume

City, State | xxxx@g.rwu.edu | 555-555-5555 | www.linkedin.com/in/XXXX

Education

Roger Williams University, Bristol, RI

May 20XX

Bachelor of Science in Engineering - ABET Accredited

Specialization: Civil Engineering

Classical High School, Providence, RI

June 20XX

National Honor Society

GPA: 3.8

Relevant Coursework

Engineering Graphics/Design, Computer Applications for Engineering, Engineering Mechanics (Statics), Calculus I, Calculus II, Differential Equations, Physics I, Physics II, Chemistry I

Leadership Experience

RWU School of Engineering, Bristol, RI

August 20XX – Present

Student Ambassador

- Selected from 40 applicants to assist students with transition to university life
- Provide tours of the School of Engineering and answer questions from prospective students during Open House and Accepted Student Days

Engineering Experience

Roger Williams University Freshman Design Project, Bristol, RI

September 20XX – December 20XX

RI Engineering Graphics/Design

- Developed a solution using the limited materials given to inexpensively sort recyclables
- Collaborated with two team members to design a pulley system to complete the task

Work Experience

Caizzi Italian Restaurant, Bristol, RI

September 20XX - August 20XX

Server

- Trained up to 10 new employees on restaurant protocol and software
- Provided excellent customer service to up to 6 parties at once, ensuring efficient service

Technology Skills

- Proficient with Microsoft Word, Microsoft Excel, Microsoft PowerPoint; SolidWorks

Activities/Community Service

American Society of Civil Engineers, RWU

September 20XX – Present

Men's Tennis Team, RWU

September 20XX - Present

Relay for Life-American Cancer Society, RWU

March 20XX – Present

- Raised \$5,000 over last two years for cancer research

Second-Year Student Resume

City, State | xxxx@g.rwu.edu | 555-555-5555 | www.linkedin.com/in/XXXX

EDUCATION

Roger Williams University, Bristol, RI

Bachelor of Science in Biology

Double Major in Chemistry –ACS Accredited

- Dean's List: Fall 20XX-Present

May 20XX

GPA: 3.8

Relevant Coursework:

Biology I&II

Calculus I&II

Biochemistry

Developmental Biology

General Chemistry I&II

Physics I&II

Genetic

Probability & Statistics

Organic Chemistry I&II

Anat. & Phys. I&II

Bioethics

General Psychology

Laboratory Skills: PCR, Gel Electrophoresis, Chromis Pro, Centrifuge, UV/ Visible Spectrophotometer, GC, Bacteria Filtration, Sterile Techniques, HPLC, IR, NMR, Good Lab Practice, Data Analysis

RESEARCH EXPERIENCE

Genetic Research Assistant

February 20XX-Present

Chemistry Department, Roger Williams University, Bristol, RI

- Conduct multiple phases of research on the location of the DNA mutation responsible for cardiac arrhythmia in the KCNE gene family of *slo-mo* Zebrafish
- Co-author of a poster presented at the 20XX Eastern New England Biology Conference

LEADERSHIP EXPERIENCE

Vice President

May 20XX-June 20XX

Foundation for International Medical Relief of Children, Roger Williams University Chapter, Bristol, RI

- Co-founded the school chapter that provides medical supplies to a clinic in El Salvador
- Organized, fundraised, and attended an alternative spring break trip to volunteer at the Las Delicias Pediatric Clinic in El Salvador; provided over \$5 thousand of medical supplies to clinic in need

Assistant Waterfront Director/Counselor

May 20XX- August 20XX

YMCA Camp Coniston, Croydon, NH

- Supervised a staff of 70+ lifeguards and aquatic instructors, managed two waterfront areas, lead and critiqued search and rescue drills for 18 girls in a residential camp

Server

February 20XX-August 20XX

Baci Grill, Cromwell, CT

- Trained new staff in serving and banquet etiquette, proper food handling procedure, and excellent customer service

SKILLS AND CERTIFICATIONS

- Certified in handling vertebrate animals (CITI Program)
- Lifeguard, CPR, First Aid, Water Safety Instruction Certified (American Red Cross)

Third-Year Student Resume

City, State | xxxx@g.rwu.edu | 555-555-5555 | www.linkedin.com/in/XXXX

EDUCATION

Roger Williams University, Bristol, RI

Bachelor of Arts in Psychology

Double Minor: Communication and Media Studies and Anthropology/Sociology

May 20XX

GPA: 3.0

- Dean's List: Fall 20XX – Present

Study Abroad: Umbra Institute, Perugia, Italy Fall 20XX

- Gained a global perspective while living, studying, and traveling throughout Italy and Europe.

PROFESSIONAL EXPERIENCE

Child and Family, Middletown, MA

December 20XX – Present

Sandpiper Intern

- Manage small groups of children ages 3-7 during daily activities and play
- Provided a therapeutic environment that promoted the physical and mental health of children

Newport County Court House, Newport, RI

June 20XX – November 20XX

Domestic Violence Advocate

- Worked with victims of domestic violence helping to obtain and drop restraining and no contact orders
- Help prepare case's to be presented to a judge, assist with safety planning for victims and families
- Attend and observe District & Family Court trials; provide input and information for the judge

Office of State Representative Nikki Tsongas, Lowell, MA

June 20XX – November 20XX

Campaign Intern

- Successfully increased voter turnout in Representative Tsongas' district by 15 percent
- Organized and oversaw grass roots campaign, utilizing both door-to-door and telemarketing

WORK EXPERIENCE

Newport Harbor Hotel, Newport, RI

January 20XX – Present

Administrative Assistant

- Manage email campaigns to market and advertise upcoming events, design fliers via Publisher
- Assist with administrative duties including greeting clients upon entering the office, answer phone inquiries, and customer service duties

Super Stop & Shop, Bristol, RI

February 20XX – Present

Customer Service Department Head

- Supervise upwards of 10 cashiers and baggers per shift; train new employees on general tasks
- Accurately balance a minimum of 10 cash drawers per shift with upwards of \$1000 per drawer
- Promote cohesive work environment of all staff members, specifically cashiers and baggers
- Organize and delegate nightly closing duties, including organizing stock shelves and cleaning registers

SKILLS

Proficiency in Microsoft Office: Word, PowerPoint, Excel, and Publisher

Experience with social media: Facebook, Twitter, Instagram, and YouTube

Fourth-Year Student Resume

City, State | xxxx@g.rwu.edu | 555-555-5555 | www.linkedin.com/in/XXXX

EDUCATION

Roger Williams University, Bristol, RI
Bachelor of Science in Criminal Justice

May 20XX
GPA 3.4

- Dean's List – Spring 2014 - Present

RELEVANT EXPERIENCE

School of Justice Studies – RWU | *Research Assistant*

Sept 20XX - Present

"Perceptions of the Police, Crime, and Community Issues: A Study of Woonsocket, Rhode Island"

- Supervise and organize all general aspects of the research project
- Organize the printing, mailing, and follow-up of paper questionnaires using a version of the Dillman System a random sample of 2,000 Woonsocket Residents and Businesses
- Accompany the investigator on site visits for observational research measuring signs of social and physical disorder; prepared tables, poster, and manuscript to be presented to city officials and Woonsocket PD

Geissler's Supermarket, Windsor, CT | *Front End & Closing Manager/Book Keeper*

Feb 20XX - Present

- Investigate loss prevention (Loss Prevention II Certification – IGA Institute)
- Trained 5 new employees as cashiers and three as customer service clerks
- Supervise employees at customer service desk– authorize refunds, delegate tasks, and professionally handle customer complaints; responsible for cash-flow of cashiers and book keeping, and securing the store at closing
- Fill-In Supervisor at various other stores in the chain to complete book keeping and/or store closing

Boston Police Department, Boston, MA | *Probation Intern*

Sept 20XX

- Assisted in the courtroom while learning the basics of the judicial process
- Observed and documented interactions between probationers and Probation Officers
- Researched and updated the department's resource manual containing over 50 programs and services

Department of Public Safety – RWU | *Public Safety Student Assistant*

Sept 20XX - May 20XX

- Consulted with the Associate Director to organize policies for Public Safety Accreditation process
- Organized Student Driver Authorization in the University's database (IIX Spreadsheet)
- Developed brochures to promote campus safety; approved guest passes and verified identification

LEADERSHIP EXPERIENCE

John Jay Society – RWU | *President*

Sept 20XX - Present

- Manage E-board staff to ensure club is run efficiently and in an organized manner
- Oversee funds allocated to club to manage and produce shadowing experiences, volunteer work, and tours through police or correction facilities
- Communicate with constituents across Rhode Island to organize activities for club members to participate in

SKILLS/CERTIFICATIONS

- American Heart Association Heartsaver First Aid and CPR; PAC Restraint Techniques Trainer; MAP Certified
- Microsoft Word, Excel, and PowerPoint

APPENDIX: ADDITIONAL RESOURCES

SAMPLE ACTION VERBS TO INTEGRATE INTO YOUR RESUME:

Advised	Consulted	Executed	Obligated
Adjusted	Coordinated	Explored	Obtained
Administered	Delegated	Facilitated	Operated
Advised	Demonstrated	Financed	Optimized
Aided	Educated	Formed	Organized
Allocated	Designed	Formulated	Performed
Analyzed	Detected	Gained	Planned
Appraised	Determined	Generated	Prepared
Audited	Developed	Guided	Processed
Authorized	Directed	Identified	Programmed
Awarded	Discovered	Implemented	Reduced
Balanced	Documented	Improved	Referred
Budgeted	Drafted	Increased	Reformed
Calculated	Developed	Investigated	Repaired
Certified	Economized	Justified	Researched
Clarified	Effectuated	Launched	Resolved
Coached	Eliminated	Lectured	Secured
Collaborated	Empowered	Managed	Sponsored
Collected	Encouraged	Marketed	Stimulated
Compiled	Enforced	Mentored	Supervised
Computed	Established	Monitored	Surveyed
Conducted	Evaluated	Negotiated	Teaching
Consolidated	Expanded	Networked	Trained

NACE COMPETENCIES

Based on research from the National Association for Colleges and Employers, below are the top 7 competencies employers seek when hiring students and recent graduates

Communication	Leadership	Technology
Critical Thinking	Professionalism	
Equity & Inclusion	Teamwork	

Consider integrating examples, key words, and skills that align with the NACE Competencies in your document.

SAMPLE CATEGORIES TO ORGANIZE DOCUMENT

Education	Colligate Activities	Honors
Related Coursework	Campus Involvement	Skills
Related Experience	Achievements	Licensure
Relevant Experience	Certifications	Presentations
Work History	Collegiate Activities	Publications
Internship Experience	Community Involvement	Teaching Experience
Professional Experience	Academic Projects	Volunteer Work
Additional Experience	Awards	

ADDING PROJECTS

Adding projects you have done in your academics and elsewhere can be a great way to build in skills, experience, and industry knowledge to your developing resume. Examples of how to format and explain a project are included below:

<i>Project Manager and Architectural Designer</i>	20XX-Present
Community Partnerships Center Roger Williams University, Bristol, RI	
<ul style="list-style-type: none">• Design and manage real life architecture projects for the local Rhode Island area• Create full set of printed drawings and photorealistic renderings for local projects• Collaborate with a group of individuals to establish successful designs• Develop computer draft drawings for graduate students striving to complete thesis projects	

Site Feasibility Access Project, Blackstone River, RI

Sept. 20XX-May 20XX

Senior Design Project

Presenter | **Annual Student Academic Showcase & Honors (SASH)**, Bristol, RI

May 20XX

Collaborated with three members from the Senior Design Class to consult for the Blackstone Valley Tourism Council, RIDOT, RIDEM, and other state entities to:

- Identify feasible landing/access sites along the Blackstone River for recreational, safety, and limited commercial use.
- Conduct a Corridor Land Use Evaluation for identified sites to determine the possibility of hazardous commercial use.
- Develop a river access design to be implemented at selected sites.

CV VS RESUME

A Curriculum Vitae or CV is a full description of academic, experiential, and volunteer opportunities that highlight specific skills, credentials, and qualifications for specific roles.

CV's are useful for students and professionals who may be pursuing opportunities in post-doctoral roles, research positions in higher-education institutions or as requested by employers.

Quick CV Tips:

- CV's may be many pages (length is not important)
- CV's are used for Academic Positions, Research Positions or Graduate Admissions
- Outlines dissertations/thesis or publications in progress featuring titles and a short description
- Include specializations, memberships, or professional associations
- Can include a reference list at the end of the document

SAMPLE JOB DESCRIPTION ON A CV

Marine Science Medical Lab, Marine University School of Aquatics

August 2019 – December 2019

Clinical Research Coordinator, Wavelet, CT

Supervisors: Sally Lee, MD and Ben Ramirez, Ph.D.

- Designed field study observing oyster development and reproduction
- Managed data collection, entry, and analysis using SPSS software's to analyze comparisons and correlations within each study
- Observed various genetic diseases and healthy aging to observe proper cleaning of bacteria
- Assessed microbiological transformations within oyster using microscope analyzation and collecting qualitative analysis for further review

SAMPLE CATEGORIES TO FEATURE IN A CV

- | | | |
|------------------------|-----------------------|------------------|
| • Education | • Research Experience | • Certifications |
| • Relevant Coursework | • Honor Societies | • Publications |
| • Shadowing Experience | • Accomplishments | • References |

An example of a CV is included on pp. 29-30 of this guide.

FEDERAL RESUME

Looking to apply for a federal position? Regardless of your field of interest or past experiences, applications for federal jobs require specific pieces of information and formatting. Ensure your application is not overlooked by complying with the following resume guidelines and tips.

Federal Resumes follow different, more descriptive guidelines than a traditional resume. For more information on format, technique, and details to include visit The National Archives and Records Administration's [Federal Resume Guide](#).

EXAMPLE CV – YOUR NAME

City, State | (555) 555-5555 | xxxxxxxx@g.rwu.edu | www.linkedin.com/in/xxxx

EDUCATION

Roger Williams University, Bristol, RI
Bachelor of Arts in Political Science
Minors in Mathematics & Legal Studies

May 20XX
GPA: 3.82

RESEARCH EXPERIENCE

Roger Williams University, Bristol, RI
Research Assistant, Department of Political Science

Aug 20XX-Present

“Supreme Court Case Analysis, Wrongful Convictions through Coercive Interrogations”

Supervisor: Roger Williams, Ph.D.

- Assemble comprehensive database of U.S. Supreme Court briefs related to wrongful convictions
- Code and organize initial research findings
- Co-author a paper (in press) detailing findings related to death row appeals and summarizing trends in the Court’s involvement in such appeals since 2016
- Develop a poster presentation to display findings at RWU’s annual student research symposium

TEACHING AND MENTORING EXPERIENCE

RWU Department of Mathematics, Bristol, RI
Teaching Assistant

August 20XX-Present

Supervisor: Jane Doe, Ph.D.

- Co-instruct two sections of Calculus I with a total enrollment of 100 students
- Grade course assignments according to specifications determined by primary instructor
- Serve as primary point of contact for students with questions about course content or assignments
- Host office hours for students to ask questions about content and get support in completing course assignments
- Recommend and refer students for tutoring and supplemental instruction as needed

RWU Center for Student and Academic Success, Bristol, RI
Peer Mentor

August 20XX-Present

Supervisor: John Ferry, M.Ed.

- Inform groups of 30 students of helpful resources on campus, available at any moment’s notice
- Advise students on useful tools to gain strategies for success academically, and socially in college
- Participate in committees designed to promote student engagement and success
- Member of the Academic Enrichment Committee, which teaches students how to manage exam schedules, implement study tools, and practice time management skills

ACADEMIC EXPERIENCE

Advanced International Relations, RWU
International Negotiation Simulation Project

Feb. 20XX-May 20XX

- Conducted and presented independent research to further understand the assigned role of President of Pakistan
- Developed creative solutions during negotiations without compromising President’s political interests
- Managed Pakistani group negotiations, collaborated with other leaders, and presented final solutions to the class

Political Negotiation, RWU

Aug. 20XX-Dec. 20XX

Ethnic Conflict Simulation Project

- Researched assigned Ethnic Conflict and relevant political parties in collaboration with group members
- Participated in group discussions to develop and refine talking points to contribute to the class resolution
- Negotiated possible resolutions with other groups while advocating for personal political party interests
- Presented research, negotiations, and final conflict resolution

PROFESSIONAL EXPERIENCE

Crossroads Domestic Violence Shelter, Providence, RI

June 20XX-Present

Internship

- Support administrative tasks around a domestic violence shelter that operates 24/7 and houses about 30 women and children at a time from various backgrounds and cultures
- Organize agency paperwork, filing donations to the shelter, and address any problems that arise
- Provide childcare for residents; assist with homework and plan games and activities for children aged 4-16
- Respond to calls on the agency's domestic violence hotline, validate and listen to victims' experiences and concerns, refer victims to appropriate resources

Roger Williams University, Bristol, RI

Aug. 20XX-Present

Roger Williams Law School Library Assistant

- Perform daily tasks such as opening and closing the library during the school year, retrieving Reserve collection materials for patrons, checking circulating materials in and out on the Innovative Interfaces circulation system
- Answer directional and other reference questions and assist patrons in locating reference sources
- Provide front-line administrative support by answering telephones, directing calls, taking messages for other library staff and administrators
- Fulfill administrative tasks such as filing loose-leaf releases, shelving new and returned library materials, shelf-reading, shifting materials, reshelving materials as needed, processing newspapers for the stack area of the library
- Evaluate and address problems within the library and report unresolved problems to the appropriate office on campus or library personnel

PUBLICATIONS & PRESENTATIONS

Williams, R., **Last Name, Initial**. (In press). Influence of the Supreme Court on overturning death row convictions.

Journal of Political Science, 243(2), p.204-207. Doi: XXXXXXXX

Last Name, Initial. (20XX, April). Analysis of Supreme Court cases and wrongful convictions (Poster Presentation).

RWU Student Academic Showcase & Honors (SASH), Bristol, RI.

CAMPUS INVOLVEMENT

Feminists United RWU, Bristol, RI

Oct. 20XX-Present

Treasurer

- Discuss the culture of feminism across all races and genders
- Manage annual budget, purchase supplies for events
- Present to the group on various historical topics and current events

Roger Williams University, Bristol, RI

April 20XX

Sexual Assault Awareness Event Volunteer

- Set up the event space by presenting different props in an interesting manner, handing out flyers and candles
- Disseminated information about sexual assault statistics & prevention to peers at Roger Williams University

HONORS & AWARDS

Outstanding Senior, Department of Political Science

May 20XX

Roger Williams University Dean's List

Fall 20XX - Present

REFERENCES

Roger Williams, Ph.D., Professor and Department Chair

Department of Political Science, Roger Williams University

xxxxxxx@rwu.edu | (555) 555-5555

Jane Doe, Ph.D., Professor

Department of Mathematics, Roger Williams University

xxxxxxx@rwu.edu | (555) 555-5555

Resume Checklist

This checklist is intended to identify common errors in formatting and content for resumes in all disciplines.

Be sure to review the resources in the CCPD Resume Guide for additional guidance about the nuances to consider when crafting a resume for a specific industry or area of study.

Once you have updated your document based on this checklist, we encourage all students to continue the review process by emailing an updated copy to resumes@g.rwu.edu or setting up a Personal Branding appointment in Handshake.

Overall Formatting

- ☐ No more than 2 pages long
- ☐ Font is legible, simple, and 10-12pt size
- ☐ Margins are between 0.5"-1"
- ☐ Text is fully aligned to margin throughout
- ☐ Formatting (bolding, italics, underline, etc.) used purposefully and consistently throughout
- ☐ Page is not overcrowded with text
- ☐ Page does not have excess blank space
- ☐ Dates are formatted consistently
- ☐ Has been thoroughly checked for spelling and grammar errors
- ☐ Does not use first-person pronouns (I, me, my, etc.)

Header

- ☐ Includes full name, phone number, and professional email address
- ☐ If a LinkedIn profile is included, URL is customized
- ☐ Does not include a photo/headshot

Education Section

- ☐ Is the first section on the resume

Includes:

- ☐ University name & location
- ☐ Month/Year of degree completion
- ☐ Degree of study fully spelled out (Bachelor of Arts, Bachelor of Science, Bachelor of Fine Arts)
- ☐ Primary major listed after degree of study (e.g., Bachelor of Science in Chemistry)
- ☐ Double major (if applicable) listed separately (e.g., Bachelor of Arts in History, Double Major in Philosophy)
- ☐ Minor(s) and/or specialization (if applicable) (e.g., Bachelor of Science in Engineering, Mechanical Engineering Specialization)
- ☐ School/degree accreditation (if applicable)

Experience Section(s)

- ☐ Entries listed in reverse chronological order
- ☐ All entries are formatted consistently (bolding, italics, dates, etc.)

Each entry includes:

- ☐ Job title or Project title
- ☐ Company/Organization name & location
- ☐ Dates employed

Bullet Points under each entry:

- ☐ All bullet points begin with an action verb
- ☐ Bullet points include quantifiers of work (e.g., revenue, percentages, population, time)
- ☐ Bullet points include results or evidence of success
- ☐ Punctuation use is consistent throughout
- ☐ Grammatical tense is appropriate (simple present tense for current roles, past tense for previous roles)

Skills Section (if present)

- ☐ Includes applicable technical skills (e.g., computer programs, lab techniques, language proficiency)
- ☐ Does not include "soft skills" (e.g., leadership, teamwork, communication, public speaking)