



RESUME EXAMPLES

Your resume will be an opportunity to showcase your skills and why you are a good candidate for the jobs you are applying to. This is the opportunity for you to stress your accomplishments, variety of duties performed and progressive increases in responsibility.

Here are some suggestions to craft the perfect resume:

- Resumes should be one page (2 pages only for those with significant work experience).
- Use plain, non-decorative fonts, 10-12 points in size (section headers may be larger).
- Margins can be from .5"-1" from edge of paper.
- Avoid using personal pronouns ("I," and "me,") in the resume.
- Use present tense when describing current experiences and past tense for all other experiences.
- Keep formatting consistent throughout your entire resume.
- Each section of your resume should be listed with the most recent items first.
- Reword similar job functions; each job needs a unique job description.

Visit merrimack.joinhandshake.com to download one of our resume templates, upload your resume, or make an appointment with your career advisor.

SECTIONS OF A RESUME

Contact Information:

- Name, address, e-mail, cell phone, social media profiles (optional).

Objectives or Profiles:

- Incorporate both a skill set and an outcome in reference to your major strengths and employer's needs (optional).

Education:

- Name of school, degree and date received, major, minor or concentration, GPA (optional).

Experience:

- Part-time, summer, full-time, internships, senior/capstone project, class project, laboratory research, athletic, military, entrepreneurship, extracurricular leadership, volunteer. Include dates, employers, locations, position title and descriptions.

Other Categories:

- Professional certifications and/or licensures, affiliations or professional associations, relevant computer skills, technical or laboratory skills, honors and awards, publications and presentations, leadership, language abilities.

SCIENCE & ENGINEERING

JASON L. SMITH

33 Sutton Street • Shrewsbury, MA 01545 • (508) 771-1111 • jason.smith@yahoo.com

EDUCATION

Merrimack College, North Andover, MA
Bachelor of Science in Civil Engineering
Minor: Business Administration
Overall GPA: 3.7

Expected: May 2017

SKILLS/TECHNICAL COMPETENCIES

Laboratory: Structural Testing, Fluid Mechanics, Geotechnical, Surveying, Environmental Chemistry
Equipment: Flumes, Viscometers, GPS and EDM for Surveying, Loadframes for Soil and Structures Testing, Microscopes, Various Meters for pH, BOD, and Conductivity, 22,000 Pound Materials Testing Machine, Data Acquisition Systems, Impact Testing Machine
Software: AutoCAD, Full Bentley Suite (including Microstation, InRoads, Civil Storm, Sewer CAD), STAAD, SAP, TR-55, MapInfo GIS, MathCAD, Synchro and Simtraffic, and Highway Capacity Software

PROFESSIONAL EXPERIENCE

Stantec, Burlington, MA

June 2016 – Present

Transportation Engineering Technician II

- Perform engineering design and support services on projects for municipal state agency clients
- Field inventory and review of survey/design plans
- Data collection, calculation of areas, municipal records research, and basic design computations in support of transportation studies and design projects
- Prepare spreadsheets and graphs for engineers and assist with site inspections and observations
- Perform drafting and detailing; research materials and manufacturer equipment

COURSEWORK PROJECTS

Site Design, *Labyrinth*

Fall 2016

- Calculated azimuths and elevations with total station and used AutoCAD to redesign labyrinth

Structural Analysis, *Balsa Wood Bridge*

Spring 2016

- Designed and constructed a deck truss bridge with balsa wood. Used SAP2000 to analyze results of different load combinations

Transportation Engineering, *Intersection*

Fall 2015

- Performed speed, volume and conflict studies at intersection in North Andover, MA. Analyzed data using PETRA software and suggested alternative design to current intersection. Used AutoCAD to draw proposed design for new intersection

Concrete Analysis, *Reinforced Beams*

Spring 2014

- Placed rebar and tied mesh, mixed and laid concrete to create reinforced beams. Tested maximum load with Instron

Introduction to Engineering, *Windmill*

Fall 2013

- Worked with a team of computer science, electrical, civil and mechanical engineering students on the design and fabrication of a wind turbine. Project included structure, blades, gearing, electrical loads and computer measurement and control

ACTIVITIES & INVOLVEMENT

American Society of Civil Engineers (ASCE), *Vice President Student Chapter*

Fall 2014 – Present

- Organize monthly speaker series; motivate members to attend meetings and events

Boston Society of Civil Engineers Section (BSCES)

Fall 2014 – Present

Merrimack College Math Center, *Peer Tutor*

Fall 2013 – Present

EDUCATION & SOCIAL POLICY

PAISLEY EVERDEEN

25 Royal Crest Drive, North Andover, MA 01845
(p) 978-837-5555 | (e) everdeenp@merrimack.edu

EDUCATION

MERRIMACK COLLEGE, North Andover, Massachusetts Expected: May 201X
Bachelor of Arts in Human Development GPA: 3.71
Secondary Major: Elementary Education

CERTIFICATIONS

State of Massachusetts Elementary Education Teaching License (1-6) MEPID# 487501311
Pending license (May 2018)
Sheltered English Instruction Endorsement

TEACHING EXPERIENCE

TENNEY GRAMMAR SCHOOL, Methuen, MA January – May 201X
Student Teacher/Practicum

- Assumed full-responsibility of a third grade classroom and prepared and taught daily lessons
- Assisted primary teacher with the coordination of classroom activities and lessons
- Worked with students individually who needed additional assistance with math and reading comprehension subjects
- Conducted small reading groups with upwards of 5 students to provide support in the comprehension and retention of classroom lessons

Pre-Practicum II

October – December 201X

- Collaborated with classroom teacher of third grade classroom on lesson plans and small group work
- Worked with students both individually and in small groups on math, science, and reading

KITTREDGE ELEMENTARY SCHOOL, North Andover, MA September – November 201X
Pre-Practicum I

- Observed second grade classroom and learned various teaching and classroom management skills
- Assisted teacher with answering student questions and handing out assignments

PEABODY ESSEX MUSEUM, Salem, MA Summer 201X
Art History Teaching Intern

- Provided safe and secure environment for children
- Taught various educational programs relating to Art and Art History
- Managed a group of 8 students and incorporated exhibits into weekly activities and assignments

VOLUNTEER EXPERIENCE

LAWRENCE BOYS AND GIRLS CLUB, Lawrence, MA September 201X – May 201X
After School Mentor

- Worked with students in afterschool program, conducted various activities such as sports, arts and crafts, and homework help

LAWRENCE CATHOLIC ACADEMY, Lawrence, MA September 201X – May 201X
Classroom Assistant

- Assisted classroom teacher with classroom instruction, handouts, and classroom management

ACTIVITIES & AWARDS

-
- Kappa Delta Pi Honor Society in Education Fall 201X - Spring 201X
 - Education Club Fall 201X –Spring 201X
 - Merrimack College Dean’s List Fall, 201X –Spring 201X

GRADUATE (2 PAGE)

FINN B. HARPER

555 Sweet Rd., Somerville, MA 02144 | finnharper@gmail.com | 555.555.5555 | www.linkedin.com/in/finnharper/

PROFILE

- Career services professional with student-centered advising experience encompassing career, academic, and social goals
- Created and launched college-wide career Externship Program and placed 35 students during pilot year
- Successfully advised 400 undeclared students resulting in 48% declaration rate and increase in retention rate
- Regional presenter and author of student success and vocational interest initiatives
- Proven ability to collaborate with faculty, staff, and employers to execute and facilitate targeted programming

EDUCATION

Merrimack College, North Andover, MA
Master of Education May 201X
Concentration: Higher Education Administration

Connecticut College, New London, CT
Bachelor of Arts, Magna cum Laude May 201X
Major: Psychology; Minors: Sociology and Communication

Study Abroad: *Umbra Institute, Perugia, Italy* Fall 201X
Increased awareness of Global Citizenship, appreciation of multicultural differences, and enhanced international competencies

RELEVANT EXPERIENCE

Merrimack College, North Andover, MA
O'Brien Center for Student Success Fellow
Career Advisor June 201X - May 201X

- Advised 400 college students and assisted them in exploring and identifying associated majors and careers; maintained up-to-date records in NACELink Simplicity database
- Coached students in developing individual, educational, and career action plans and provided support to achieve short and long-term goals
- Assisted in the design and delivery of First-Year Experience and other career-related workshops and classroom presentations
- Guided students in professional skill development including resume/cover letter writing, interviewing, and job search skills
- Administered and assessed FOCUS2 and O*Net interest inventories and aptitude tests to determine career related strengths, interests, and values
- Collaborated with faculty and staff as chair of annual Majors and Minors Fair

Program Coordinator, Destination Exploration (DE), an exploratory initiative for all undergraduate undeclared students

- Assessed previous program status and implemented appropriate changes for best practice to aid retention efforts
- Managed daily functioning and assessment of DE including developing the program manual and operating guide; supervised and trained two undergraduate ambassadors
- Created and fostered faculty partnerships for maximum student support and faculty involvement
- Designed and delivered topical presentations to 800+ students during freshman and transfer orientations

Program Manager, Externship Experience, initiative which provides short-term experiential learning opportunities

- Created and launched Merrimack's first ever short-term career immersion program for undergraduates
- Managed employer outreach and partnerships; worked to ensure most impactful student/employer fit
- Recruited students through classroom presentations, one-on-one career advising and campus marketing

Connecticut College, New London, CT
Student Life Intern Sept. 201X - May 201X

- Conducted research regarding leadership and organizational development
- Compiled leadership binder with resource materials for future students
- Proposed, planned and facilitated a mandatory training session for organizational officers

Resident Director Sept. 201X - May 201X

- Trained, mentored and supervised team of four resident assistants
- Designed and facilitated orientation and training sessions for residential staff including career development, academic and mental health seminars that detailed the resources available to students
- Successfully planned and facilitated 20 site-wide (300+ individuals) residential activities
- Responded to crisis situations as a part of rotating emergency call schedule

FINN B. HARPER

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VOLUNTEER EXPERIENCE

Girls Incorporated of Lynn, Lynn, MA

Substance Abuse Prevention Advisor

July 201X - Apr. 201X

- Advocated with youth and partners through media, political, parent and academic systems to change environmental norms around substance abuse access and consumption
- Worked collaboratively with community organizations, city government, health centers, housing authorities and Lynn Public Schools in implementation and enhancement

Academic Advisor

Jan. - July 201X

- Coordinated resources for teen training activities and led workshops
- Assisted in designing and overseeing job preparation and academic enrichment services

SELECTED RESEARCH AND PRESENTATIONS

The Externship Experience: Developing a Short-Term Experiential Learning Opportunity to Enhance Career Development

Master's Capstone | Merrimack College

Sept. 201X - May 201X

Harper, F. (201X). The externship experience: Developing a short-term experiential learning opportunity to enhance career development. *Education Student Publications*. Paper 4. http://scholarworks.merrimack.edu/soe_studentpub/4

Using Vocational Interest Testing to Predict Satisfaction with College Major and Future Job Prospects

Thesis Research | Connecticut College | Psi-Chi

Sept. 201X - May 201X

Senior college students career trajectory and undergraduate satisfaction upon graduation

Psi-Chi Undergraduate Research Grant recipient | Awarded \$750 to conduct research

Dec. 201X

Presented at Eastern Psychological Association Annual Conference | Boston, MA

March 201X

Destination Exploration: Discovery and Decision-Making Support for Undeclared Students

Presented at 4th Annual New England Conference for Student Success | UMASS Amherst

Oct. 201X

Understanding Culture Shock: An Assessment of Coping Strategies of Study Abroad Students

Communication Studies Research Project | Connecticut College

Jan. 201X - May 201X

College student perspectives and attitudes both going and returning from study abroad experiences

Presented at Parent & Student Study Abroad Orientations | Connecticut College

201X - 201X

AFFILIATIONS AND HONORS

Massachusetts College Personnel Association (MCPA) | Member

May 201X - present

Internationalization Leadership Team | Merrimack College | Data Analyst

Jan. 201X - May 201X

Graduate Student Senate | Merrimack College | Co-Founder

Sept. 201X - May 201X

Graduate International Assistant | Merrimack College

Sept. 201X - May 201X

Psi-Chi, International Honor Society in Psychology | Connecticut College | Vice President

May 201X - May 201X

Student Government Association (SGA) | Connecticut College | Public Relations Chair

Sept. 200X - May 201X

Psychology Club | Connecticut College | Vice President

Jan. 201X - May 201X

SKILLS

- Moderate fluency in written and spoken Italian
- Proficient in CSO, Symplicity, Harris Connect, iMovie Editing and Microsoft Office Suite
- Competent in social media marketing tools; Facebook, Twitter and LinkedIn

GENERAL

Suzy Q. Student

1234 River Run Road
Tewksbury, MA 01876

978-888-8888
suzqstudent@merrimack.edu

EDUCATION

Merrimack College, North Andover, MA
Bachelor of Arts in Communication Studies
Concentration: Interpersonal Communication

Expected: May 201X
GPA: 3.7

HONORS AND AWARDS

Dean's List
Merrimack Scholarship

September 201X – Present
September 201X – Present

RELEVANT COURSES

- Introduction to Interpersonal Communication
- Public Communication
- Technical Communication
- Introduction to Mass Communication

PROFESSIONAL EXPERIENCE

The Jones Family, Billerica, MA
Child Care Provider

May 201X – Present

- Oversee and care for children at the employer's residence
- Organize and participate in recreational activities such as games, crafts, and outings
- Prepare snacks and meals for children

Bertucci's Restaurant, North Andover, MA
Wait Staff

September 201X – Present

- Create and maintain exemplary customer relations while serving patrons
- Utilize interpersonal skills to increase sales of specialty items
- Maintain clean and functional work environment on the floor and in the kitchen

Market Basket, North Andover, MA
Cashier/Front End Supervisor

October 201X – July 201X

- Provided customer service for and handled the payments of hundreds of customers daily
- Accurately balanced cash drawers at end of shift
- Supervised and trained newly hired cashiers and assisted in their acclimation to the position
- Contributed to daily duties including: organizing, stocking shelves, and cleaning registers

PROFESSIONAL AFFILIATIONS AND ACTIVITIES

Lawrence Soup Kitchen
Volunteer

September 200X – Present

Student Government Association, Merrimack College
Treasurer, 201X – Present

September 201X – Present

Representative, 201X – 201X

NCAA Division II Women's Volleyball

August 201X – Present

COMPUTER SKILLS: Microsoft Office: Word, Excel, PowerPoint; Adobe Photoshop; QuickBooks

BUSINESS

Suzy Q. Student

1234 River Run Road, North Andover, MA 01845
978-888-8888 • suzyqstudent@merrimack.edu

Profile

Motivated college student with great work ethic, retail and database experience. Possesses excellent customer service skills, effective interpersonal communications, and can perform tasks very well individually, as well as in a team environment.

Education

Merrimack College, Girard School of Business North Andover, MA
Bachelor of Science in Business Administration May 201X
Concentration: Finance (Major GPA: 3.7); Minor: Math **GPA: 3.5**
Honors & Awards: Dean's List (Fall 2012, Spring 2013, Fall 2013, Spring 2014), Merrimack Scholarship
Activities: Merrimack Financial Group, Student Government Association
Relevant Courses: Essentials of Business Analysis, Introduction to Economics, Management Information Systems, Business Statistics, International Financial Management, Corporate Finance, Investments

Experience

Cheesecake Factory Cambridge, MA
Wait Staff September 201X – Present

- Create and maintain exemplary customer relations while serving patrons
- Utilize interpersonal skills to increase sales of specialty items
- Maintain clean and functional work environment on the floor and in the kitchen

Lanakila Camp Fairlee, VT
Summer Camp Counselor Summers 201X – 201X

- Supervised 11 children ages 4-8
- Trained new counselors on policies and procedures of camp
- Facilitated all group sports and camp activities
- Communicated effectively with staff and parents on daily basis

Leadership & Volunteer Experience

Merrimack Financial Group, Merrimack College North Andover, MA
President September 201X – Present

- Doubled the membership in first year serving as President
- Organize Professional & Alumni Speaker Series
- Lead resume and cover letter workshops

Lawrence Soup Kitchen Lawrence, MA
Volunteer September 200X – Present

- Prepare hot meals for over 50 patrons daily while maintaining cleanliness and safety in the facilities
- Interact with patrons creating a warm and welcoming environment

Skills & Interests:

- **Certifications:** Bloomberg Certified: Equities, American Red Cross CPR Certified (Exp. January 201X)
- **Computer Skills:** Proficient in MS Excel (Vlookups, pivot tables), Word, PowerPoint; Familiar with MS Access, Adobe Photoshop, MS Publisher
- **Languages:** Fluency in Spanish; Conversational in French
- **Interests:** Playing Saxophone, Red Sox, Jazz Music, Hiking (Member of the AMC Four Thousand Footer Club)

LIBERAL ARTS

Maisy Belle Hopkins

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EDUCATION

Merrimack College, North Andover, MA
Bachelor of Arts in Political Science
Minor: Communication and Pre-Law

May 201X

Relevant Courses: Democracy, Development, and Violence; Polling and Public Opinion; Campaigns and Elections; Issues and Cases in United States Foreign Policy; Women and Politics; Civil Liberties and Civil Rights

PROFESSIONAL EXPERIENCE

Law Office of Morgan and Bentley, Middleton, MA

December 201X – Present

Paralegal Intern

- Coordinate office organization including managing court appointments, reserving conference space, and filing court reports
- Prepare weekly case files for attorneys and senior paralegal utilizing effective written communication skills
- Perform comprehensive research for current cases and court appearances

Office of State Representative Nikki Tsongas, Lowell, MA

November 201X – May 201X

Social Media Intern

- Achieved strong social media presence and successfully increased visibility of Representative Nikki Tsongas by 25 percent
- Continuously monitored social media profiles for comments and concerns of constituents. Effectively responded to those concerns as necessary.

Campaign Intern

June 201X – November 201X

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

ADDITIONAL EXPERIENCE

Merrimack College Office of Involvement, North Andover, MA

January 201X – Present

Work Study Student

- Manage email campaigns to market campus events; design fliers utilizing Microsoft Publisher
- Assist with administrative duties including greeting students upon entering the office, answer phone inquiries, and customer service duties

Super Stop & Shop, Andover, MA

February 200X – Present

Customer Service Department Head

- Supervise upwards of 10 cashiers and baggers per shift
- 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
- Delegate nightly closing duties, including: organizing stock shelves and cleaning registers

INVOLVEMENT AND COMMUNITY SERVICE

Merrimack College, North Andover, MA

Mock Trial

201X – Present

Merrimack Programming Board, *Treasurer*

201X – Present

Orientation Leader

201X – 201X

Bread and Roses, Soup Kitchen

201X – 201X

SKILLS

- Proficiency in Microsoft Office: Word, PowerPoint, Excel, and Publisher
- Experience with social media: Facebook, Twitter, Instagram, Vine, and YouTube