

RESUME WRITING GUIDE

The University of Akron Career Services & Student Employment

What is an effective resume? An effective resume conveys a summary of your experiences and is tailored for every job application you complete. Your resume needs to demonstrate how you: fit the job description; have the skills, abilities, knowledge and qualities the employer needs; and can contribute to the success of the organization.

Heading

Located at the top of your resume. Your heading should include:

- **First and last name** (slightly larger font)
- **Address** (optional) – It is recommended that you include at least your city and state. Some applicant tracking systems require applicants' locations and only review completed applications.
- **Telephone number**
- **Professional email address** (example – uakron.edu email)

Objective or Professional Summary (Optional – Examples on page 2)

Objective: Statement summarizing the intent to obtain a specific position. Objectives are not required and should only be listed if they are specific to the job you are applying to.

Professional Summary: This section is usually recommended only for someone with an advanced degree or at least 5 years of relevant work experience. This is a brief section used to highlight your skills, leadership, experiences, or personal strengths. Each is tailored to the job you are applying to, and it conveys quickly what you offer. It should be concise (only 2-3 lines).

Education

- Name and location of school (city/state)
- Date of graduation or expected date (month and year)
- Degree and major, minors, and/or concentration (verify appropriate name of degree on UA website).
Ex: Bachelor of Arts in Psychology
- Certifications obtained during program
- GPA (major and/or cumulative) - only list 3.0 or above. *Ex: 3.7/4.0*
- Any honors, awards, or scholarships and dates
- **Do not include any high school information after freshman year or other colleges where you did not receive a degree.**

Experience

This section should be divided into work experiences, leadership roles, campus involvement, or volunteering experiences. Each experience should have 3-5 bullet points that effectively describe the skills you learned and/or the responsibilities you had. These bullet points should be detailed and use strong, descriptive language. Visit **onetonline.org** for assistance with drafting or strengthening your bullet points.

Each entry should include:

- Job title and organization's name and location (city and state)
- Dates of employment (month and year)
- Duties, major accomplishments, and/or skills (3-5 bullet points)
- Recognitions, promotions, and other honors if applicable
- Start bullet points with strong action verbs and quantify experiences with numbers when possible
- Uses the proper tense (past tense for previous experiences, present tense for current experiences)

Possible Headings

- Related Work Experience
- Internship Experience
- Volunteer Experience
- Campus/Community Involvement

Options for Additional Sections

- Professional Associations
- Certifications (list when each is valid until)
- Research Experience
- Publications or Presentations (only formal presentations; do not include class presentations)
- Awards/Recognitions (for those outside of your education section)
- Relevant Course Work/Course Projects
- Technical Skills/Soft Skills (should be incorporated into bullet points)
- Languages

Professional Summary and Objective Statement Examples

Professional Summary

Highly experienced customer service professional. Able to handle a high volume of customer calls in a fast paced environment with minimal supervision while maintaining high quality service. Excellent listening, oral, and written communication skills. Capable of making decisions independently and quickly.

Summary of Qualifications

A creative support professional with a record of increased responsibility. Proficient in prioritizing and completing tasks in a timely manner, yet flexible to multitask when necessary. Customer focused with diverse industry experience including restaurant, non-profit, and retail. Enjoys learning new programs and processes.

Objective A second year Business Administration undergraduate student seeking a summer internship to assist a company's branding needs through social media outreach, developing marketing plans, digital marketing, and customer research.

Technical Skills vs. Soft Skills

Technical Skills

If you include a "Skills" section, only include technical skills:

- Foreign languages
- Computer programs
- Software knowledge
- Other relevant skills for your field

You can also use accomplishment statements to show how you have specifically used these skills. Any "soft" skills, such as communication, problem-solving or teamwork, should be integrated into the bullet points in your experience section.

Transferrable Soft Skills to Include within Experiences:

In addition to classroom knowledge, these are skills that employers value. Include these within the appropriate position/role on your resume by integrating them into your bullet points. For examples, refer to the sample resumes or visit onetonline.org and search a job title (i.e., Waitress or Cashier).

- | | |
|---------------------|-------------------------|
| • Communication | • Research Skills |
| • Teamwork | • Creativity |
| • Problem-solving | • Human Relations |
| • Analytical Skills | • Interpersonal Skills |
| • Organization | • Time Management |
| • Writing Skills | • Management/Leadership |

References:

References should be listed on a separate document to be provided on request; do not include them on your resume. Do not list “References Available upon Request” on your resume because it is assumed.

References should be able to provide employers positive information about your abilities, skills, accomplishments, and potential as a future employee. Select **3-5 individuals** who can speak on your behalf. Be sure to ask permission before listing references and update them on your job search status! References can be any of the following:

- Employers or supervisors (past or present)
- Faculty or academic advisors (past or present)
- Internship or volunteer experience supervisors (past or present)

Do not ask friends or family to serve as references!

When listing a reference, be sure to include the following (examples on page 11):

- Name (*May use prefix (ex. Mr. or Mrs.) or title if known, but do not assume, see note on reference example page*)
- Title
- Office number/address if applicable or available
- Phone number
- Email
- Relationship to you (Ex: Former supervisor at Job Inc.)

Additional Tips:

- **Your resume should only be one page** (unless you have an advanced degree, at least 10 years of work experience, or enough relevant experience to fill 2 pages).
- Use standard size paper (8.5” x 11”).
- The font size should be between 10-12 point and margins should be between .5” and 1”.
- **Avoid using templates because they make editing difficult and many students use the same ones, so your resume may not stand out.**
- Be sure to save your final document as a PDF before sending to employers to ensure that formatting remains the same.
- Avoid large chunks of blank space, graphics, photos, and excessive color on your resume.
- Use functions such as bold, italics, and spacing to organize your resume well.
- Keep your formatting consistent throughout the document.
- Do not use complete sentences or personal pronouns (such as I, me, my, we, us, etc.).
- Organize your information by relevance. Within each section, you should follow reverse chronological order (where the most recent information is listed first).
- Use strong action verbs in your 3-5 bullet points. For assistance brainstorming detailed bullet points, visit onetonline.org for examples. **Be sure not to copy and paste directly from the website.**
- Use quantifying information whenever possible (such as numbers, dollars, and percentages).
- Be sure the verb tenses in your bullet points are appropriate (past tense for previous experiences, present tense for current experiences).
- Do not lie or misrepresent your information.
- Customize your resume to each job to which you are applying.
- **Proofread!** Have Career Services review your resume for additional advice.
- Do not wait until the last minute to apply for jobs. Upload your resume before the application deadline.

- Visit <http://uakron.joinhandshake.com> to search for internships, co-ops, and jobs posted for UA students and alumni.

Words to best convey your skills, abilities, and accomplishments

Use positive action verbs on your resume and cover letter to explain your qualifications. Be sure to use the correct tense. Here are some examples:

Achievement:

Accomplished/Accumulated/Achieved/Affected/Attained/Completed/Completely/Earned/Effectively/
Efficiently/Enhanced/Entirely/Established/Excelled/Expanded/Fulfilled/Improved/Increased/
Mastered/Obtained/Overcame/Overwhelmingly/Partially/Permanently/Produced/Qualified/Secured/
Significantly/Skillfully/Solidly/Strengthened/Succeeded/Sufficiently/Vigorously

Communication:

Advertised/Clarified/Compared/Conceptualized/Consulted/Contacted/Convinced/Displayed/Informed/
Interpreted/Interviewed/Marketed/Performed/Persuaded/Presented/Promoted/Publicized/Published/
Recommend/Recorded/Reported/Responsively/Spoke/Summarized/Synthesized/Transmitted/
Updated/Utilized/Wrote

Creativity:

Authored/Composed/Conceived/Created/Creatively/Designed/Devised/Drafted/Edited/Innovated/
Invented/Originated/Redesigned

Data/Financial: Calculated/Economically/Estimated/Fundraised/Generated/Merchandised/Sold

Helping: Assisted/Assured/Collaborated/Cooperated/Eagerly/Enlisted/Enthusiastically/Expedited/
Familiarized/Guided/Participated/Provided/Served/Supported

Leadership/Management:

Acted/Actively/Administered/Advised/Approved/Assigned/Chaired/Contracted/Controlled/
Coordinated/Counseled/Decided/Delegated/Directed/Distinctly/Encouraged/Ensured/Evaluated/
Examined/Executed/Governed/Handled/Hired/Independently/Influenced/Initiated/Instituted/Lead/
Maintained/Managed/Mediated/Moderated/Modified/Monitored/Motivated/Negotiated/Offered/
Operated/Ordered/Presided/Professionally/Properly/Recruited/Regularly/Renewed/Represented/
Responsible/Selectively/Staffed/Supervised/Systematically/Team-build/Wisely

Organizational:

Adapted/Arranged/Assembled/Built/Catalogued/Combined/Consistently/Continued/Detailed/
Distributed/Extremely/Gradually/Indexed/Integrated/Organized/Planned/Practiced/Prepared/
Quarterly/Reorganized/Revised/Scanned/Scheduled/Screened/Standardized/Uniformly

Problem Solving:

Anticipated/Applied/Approached/Assessed/Defined/Developed/Formulated/Implemented/Inspected/
Installed/Problem-solve/Processed/Proved/Quickly/Rapidly/Reconciled/Rectified/Reduced/Resolved/
Reviewed

Research: Analyzed/Discovered/Forecasted/Identified/Investigated/Researched/Surveyed/Taught

Teaching: Conducted/Demonstrated/Educated/Facilitated/Instructed/Presented/Trained

Traditional Resume Example

FIRSTNAME LASTNAME

211 Union Road, Akron, Ohio 44325

330-972-7747 • career@uakron.edu

EDUCATION

The University of Akron, Akron, Ohio

Bachelor of Science in Organizational Supervision

Dean's List (2 semesters)

Expected: December 2023

GPA: 3.1/4.0

Lorain County Community College, Elyria, Ohio

Associate of Applied Business

Dean's List (3 semesters)

Graduated: December 2021

GPA: 3.2/4.0

WORK EXPERIENCE

Student Manager, Auntie Anne's, Akron, Ohio

May 2022-Present

- Manage a team of 12 part-time employees and train new hires every semester
- Take inventory daily to assure that quantities are sufficient and suggest orders when needed
- Delegate tasks to other employees when necessary and provide adequate instructions
- Ensure that all food preparation areas are maintained neatly and remain clean and organized
- Deliver outstanding customer service and handle occasional complaints in a professional manner

Shift Supervisor, Starbucks, Akron, Ohio

September 2020-May 2022

- Led a team of up to 6 employees at a time and communicated shift changes with other supervisors
- Prepared or served hot or cold beverages, such as coffee, espresso drinks, blended coffees, or teas
- Described menu items to customers or suggested products that might appeal to them
- Took customer orders and conveyed them to other employees for preparation
- Cleaned and sanitized work areas, utensils, or equipment

Team Lead, JCPenney, Akron, Ohio

June 2017-August 2020

- Promoted sales and encouraged customers to open a store credit card
- Provided excellent customer service while assisting customers in a timely manner
- Executed floor sets by rearranging and organizing the store according to the latest promotions

ORGANIZATIONS

Fundraising Chair, Akron Against Cancer, Akron, Ohio

January 2022-Present

- Partner with local companies to organize events and fundraisers benefiting the American Cancer Society
- Set fundraising goals and individually raise over \$1,000 over a three month period
- Recruit a minimum of 5 other members to sign up for and donate to Relay for Life

Member, UA Student Speaking Association, Akron, Ohio

August 2022-Present

Member, Business Club, Elyria, Ohio

May 2019-December 2021

SKILLS

Adobe Photoshop

Adobe Illustrator

Qualtrics

Salesforce.com

FirstName LastName
 123 Akron Ave. Akron, OH 44325
 (330) 972-7747 ✉ zz3@uakron.edu
<https://github.com/COMPUTERZIP>

Technical Resume Example

EDUCATION

The University of Akron, Akron, OH

Bachelor of Science in Computer Information Systems - Programming

Minors: Business Administration and Computer Science

Dean's List: 8 semesters

Expected: May 2023

GPA: 4.0/4.0

TECHNICAL SKILLS

Languages: Java, Swift, Objective-C, C, Python, SQL, Bash Scripting

Web Skills: HTML, CSS, XML, JavaScript, jQuery, AJAX, JSON

Technologies: Eclipse, Xcode, Visual Studio, JIRA

Relevant Experience

Website Designer

The University of Akron Office of Student Activities, Akron, OH

October 2021 - Present

- ✉ Create and maintain Student Union Board Website, largest programming board on campus
- ✉ Set up an organizational network
- ✉ Develop or implement procedures for ongoing website revision
- ✉ Confer with management or development teams to prioritize needs, resolve conflicts, develop content criteria, or choose solutions

IT Department Intern

Summit County Governmental Center IT Department, Akron, OH

October 2020 – September 2021

- ✉ Transferred entire network from Novell Servers to a Microsoft Active Directory server
- ✉ Performed initial setup for computers to the network
- ✉ Identified the causes of networking problems, using diagnostic testing software and equipment

Work Experience

Verizon Wireless, Cleveland, OH

Sales Representative

May 2017 – July 2019

- ✉ Estimated or quoted prices, credit or contract terms, warranties, and delivery dates
- ✉ Closed sales in a timely manner and consistently helped achieve store's goals as part of a team
- ✉ Recommended products to customers, based on customers' needs and interests

Honors and Awards

Code Jam Programming Competition, Akron, OH

April 2020

- ✉ 2nd place recipient

ACM Programming Competition

December 2019

- ✉ 3rd place recipient

Volunteer Experience

Akron Canton Regional Foodbank Volunteer

August 2017-Present

Haven of Rest Volunteer

May 2019-Present

Field Experience Resume Example

FirstName LastName

330-972-7747 / zz@uakron.edu / 180 LeBron Ave. Akron, OH 44314

EDUCATION

The University of Akron, Akron, OH

Expected: May 2023

Bachelor of Science in Education

Licensure: Adolescent Young Adult 7-12 Integrated Science

Minor: Biology

GPA: 3.4/4.0

STUDENT TEACHING EXPERIENCE

Student Teacher, NIHF STEM Middle School, Akron, OH

January 2022-Present

- ☐ Differentiate teaching methods and instructional materials to meet students' varying needs and interests
- ☐ Establish and enforce rules for behavior and procedures for maintaining order among students
- ☐ Discuss assigned duties with classroom teachers to coordinate instructional efforts
- ☐ Provide extra assistance to students with special needs

FIELD EXPERIENCE

Teaching Assistant, Big Tree High School, Akron, OH

Spring 2021

- ☐ Encouraged active participation by students, resulting in high levels of interest and excitement
- ☐ Developed and taught interactive lesson plans linked to academic content

Teaching Assistant, Arlington Middle School, Canton, OH

Fall 2020

- ☐ Explained and demonstrated artistic techniques
- ☐ Evaluated and graded students' classwork, performances, projects, assignments, and papers
- ☐ Initiated, facilitated, and moderated classroom discussions

Teaching Assistant, Sunlight High School, Akron, OH

Spring 2019

- ☐ Prepared course materials, such as syllabi, homework assignments, and handouts
- ☐ Maintained student attendance records, grades, and other required records

WORK EXPERIENCE

Childcare Aid, YMCA, Fairlawn, OH

April 2019-Present

- ☐ Observe and monitor children's play activities
- ☐ Communicate with children's parents or guardians about daily activities, behaviors, and related issues
- ☐ Discuss assigned duties with classroom teachers to coordinate instructional efforts

Barista, Starbucks, Copley, OH

November 2015-May 2018

- ☐ Supervised and trained 6 new baristas, focusing on their customer service skills
- ☐ Prepared staff work schedules and assigned specific duties
- ☐ Monitored suppliers to ensure that they efficiently and effectively provided needed goods and services

COACHING EXPERIENCE

Assistant Basketball Coach, NIHF STEM Middle School, Akron, OH

January 2021-Present

- ☐ Provide training direction, motivation, and nutritional advice to prepare 15 athletes for games
- ☐ Plan, organize, and conduct practice sessions
- ☐ Explain and enforce safety rules and regulations
- ☐ Plan and direct physical conditioning programs that will enable athletes to achieve maximum performance

LEADERSHIP EXPERIENCE

Akron Council of Education Students: Vice President

March 2022-Present

Student Council for Exceptional Children

December 2021-Present

FirstName LastName
123 Zips Ave. Akron, OH 44313 | jz21@uakron.edu
(330) 947-9477

Education

The University of Akron – Akron, OH

Expected: May 2024

Bachelor of Science in Nursing

The Williams Honors College

GPA: 3.6/4.0

Licensure and Certifications

Registered Nurse License: 12345678 (Add # when applicable)
CPR

Expected: July 2024
September 2020

Clinical Experience

Nursing of Communities	Crossroads: Akron, OH; Bridges: Tallmadge, OH	Summer 2022
Mental Health Nursing	Southwest General Health Center: Middleburg Heights, OH	Spring 2022
Nursing Care of Adults	Akron General Medical Center: Akron, OH	Spring 2022
Nursing Care of Older Adults	Mercy Medical Center: Canton, OH	Fall 2021
Nursing Care of Childbearing	Akron General Medical Center: Akron, OH	Fall 2021
Fundamentals of Nursing	Akron General Medical Center: Akron, OH	Summer 2021
Fundamentals of Nursing	Akron General Edwin Shaw Rehab: Cuyahoga Falls, OH	Summer 2021
Fundamentals of Nursing	Wooster Community Hospital: Wooster, OH	Spring 2021

Relevant Work Experience

Nursing Assistant

June 2021-Present

Akron General Hospital, Akron, OH

- Provide physical support to assist patients in performing daily living activities, such as getting out of bed, bathing, dressing, using the toilet, standing, walking, or exercising
- Chart and log patient activity regularly for physician review
- Perform periodic checks of patient vital signs and use diagnostic tests to establish physical condition
- Answer patient call signals, signal lights, bells, or intercom systems to determine patients' needs
- Review patients' dietary restrictions, food allergies, and preferences to ensure patient receives appropriate diet

Other Work Experience

Server

May 2016-June 2020

Outback Steakhouse, Cuyahoga Falls, OH

- Communicated with customers to ensure that they were enjoying their meals and took action to correct any problems
- Memorized food orders and entered orders into computers for transmittal to kitchen staff
- Collaborated with kitchen and host staff to ensure procedures were handled quickly and efficiently

Leadership Experience

- Student Nurses' Association Fall 2020-Present
- Alpha Delta Pi Sorority Fall 2020-Present
- New Roo Weekend Leader Fall 2021

Community Involvement

- Seeds of Change Tutor January 2021-Present
- Ronald McDonald House Charities Volunteer August 2019-Present
- Serve Akron Volunteer August 2018-Present
- Relay for Life Volunteer March 2016-Present

Languages

Fluent in Spanish / Proficient in German

When to Consider Creative Resumes

While many students are drawn to the modern appearance of creative resumes, **creative resumes are not typically recommended** for most situations. Human resource recruiters more commonly prefer traditional resumes over creative resumes. Additionally, applicant tracking systems (ATS) are often unable to review resumes that have been created in Illustrator or Photoshop, which can cause an application to be rejected or overlooked.

When to avoid creative resumes:

- When the job itself is not a creative position
- If the company or recruiter is very traditional
- When applying online without any prior knowledge of their hiring practices

When creative resumes *may be* considered for use:

- When the job requires a creative background (graphic design, interior design, etc.)
- When applying directly to a creative hiring manager
- If the company is modern or is a non-traditional start-up
- If you have an extensive network within the company
- If you have prior knowledge of their hiring practices

Overall, **content is the most important part of a resume.**

Both traditional and creative resumes should deliver content that is easy to read and typo free. Resumes that are creative in a way that distracts a recruiter from understanding a candidate's qualifications are not recommended. To the right is an example of a commonly accepted creative resume style.

FIRSTNAME LASTNAME

CONTACT

1800 Zippston Ave.
Akron, OH 44305
330-233-3232
ap@zips.uakron.edu
APOnlinePortfolio.com

EDUCATION

The University of Akron, Akron, OH
Bachelor of Business Administration
Major: Integrated Marketing Communications
Graduated: May 2018
Cumulative GPA: 3.7/4.0
Dean's List (6 Semesters)

WORK EXPERIENCE

MARKETING ANALYST INTERN | ROSETTA, CLEVELAND OH | MAY 17-PRESENT

- Collect and analyze web metrics, such as visits, time on site, page views per visit, transaction volume and revenue, traffic mix, click-through rates, conversion rates, cost per acquisition, or cost per click
- Identify appropriate Key Performance Indicators (KPIs) and report key metrics from digital campaigns
- Manage tracking and reporting of search-related activities and provide analyses to marketing executives
- Optimize website exposure by analyzing search engine patterns to direct online placement of keywords or content

DIGITAL MARKETING INTERN | THE J.M. SMUCKER COMPANY, ORRVILLE OH | MAY 16-AUG. 16

- Created a digital strategy to incorporate acquired brands into the J.M. Smucker's family
- Updated and maintained Facebook and Twitter accounts by posting and scheduling content frequently
- Consulted with digital marketing team of five for guidance and feedback
- Analyzed website and social media data, organized the findings into cohesive PowerPoints and presented the material to management

STUDENT ASSISTANT | THE UNIVERSITY OF AKRON DEPT. OF ATHLETICS, AKRON OH | AUG. 14-MAY 16

- Supported game day incentives for students by handing out t-shirts or other promotional material
- Encouraged students to attend home games by displaying game signage around campus
- Checked in visitors to games, assisted them to their seats, and answered questions

LEADERSHIP

Vice President, American Marketing Association
Sept. 2016-Present
Secretary, ServeAkron
Mar. 2015-Present

SKILLS

Google Analytics certified
Google AdWords certified
Qualtrics
JMP

When to Consider Functional Resumes

A functional resume should answer the question: “Can you do the job you are applying to?”

The main difference between a functional resume and a traditional resume is the “Work Experience” section. **A functional resume focuses on a few key skill areas relevant to your field rather than the past positions you have held.**

By identifying top skill areas and supporting them with descriptive bullet points, you are able to give a comprehensive overview of your strengths and accomplishments. After that, you can separately list each position, along with dates that you held the position in a separate section.

A functional resume is particularly useful for people who:

- Have several years of professional work experience
- Have gaps in their work history or are reentering the workforce
- Have frequently changed jobs or are looking to transition into new fields

Firstname Lastname																	
imw111@ziips.uakron.edu	555-555-5555																
PROFESSIONAL SUMMARY Versatile communications professional with a focus in public relations; exceptional attention to detail and ability to handle multiple priorities under pressure. Interest in helping a mission-centered organization reach its service goals through dynamic, proactive communications.																	
EXPERIENCE HIGHLIGHTS Corporate Communications and Public Relations <ul style="list-style-type: none"> • Conceptualized public relations and communications programs for events • Research potential fundraising and public relations campaigns for an international non-profit organization's child survival project • Produced fliers, brochures, and press releases for a local non-profit organization • Generated content and multimedia elements for a non-profit's new website, monitored website's search engine optimization plan Program Coordination <ul style="list-style-type: none"> • Completed operational requirements which included marketing, advertising, and sponsorship generation • Identified performance and productivity levels critical to business goals • Established criteria for project measurement and implemented evaluation methods Special Event and Meeting Planning <ul style="list-style-type: none"> • Organized trade fairs, product launches, and fundraisers • Managed large-scale fundraisers for charity raising over \$20,000 in two months • Recruited, trained, and supervised volunteers and support staff for events Public Speaking and Broadcast Reporting <ul style="list-style-type: none"> • Served as program emcee for private and corporate functions • Hosted store openings, fashion shows, media interviews, and press conferences for Levi's • Worked as member of live broadcasting team for three live basketball championship series 																	
WORK EXPERIENCE <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Special Events and Meeting Planner Performance Solutions Advocates, Inc., Akron, Ohio</td> <td style="text-align: right; padding: 5px;">March 2014- Present</td> </tr> <tr> <td style="padding: 5px;">Account Coordinator and Executive Assistant Performance Solutions Advocates, Inc., Akron, Ohio</td> <td style="text-align: right; padding: 5px;">January 2012 – March 2014</td> </tr> <tr> <td style="padding: 5px;">Communications and Public Relations Specialist Medical Teams International, Akron, Ohio</td> <td style="text-align: right; padding: 5px;">May 2009 – December 2011</td> </tr> <tr> <td style="padding: 5px;">Contractual Host and Public Speaker WZIP Radio Station, Akron, Ohio</td> <td style="text-align: right; padding: 5px;">September 2007 – May 2009</td> </tr> <tr> <td style="padding: 5px;">Sports Reporter Department of Athletics, The University of Akron</td> <td style="text-align: right; padding: 5px;">September 2007 – May 2009</td> </tr> <tr> <td colspan="2" style="padding: 5px;">EDUCATION</td> </tr> <tr> <td style="padding: 5px;">Bachelor of Arts in Communication, The University of Akron, Akron, Ohio</td> <td style="text-align: right; padding: 5px;">May 2009</td> </tr> <tr> <td style="padding: 5px;">Certificate in Wedding Consulting and Event Planning, U.S. Career Institute</td> <td style="text-align: right; padding: 5px;">September 2010</td> </tr> </table>		Special Events and Meeting Planner Performance Solutions Advocates, Inc., Akron, Ohio	March 2014- Present	Account Coordinator and Executive Assistant Performance Solutions Advocates, Inc., Akron, Ohio	January 2012 – March 2014	Communications and Public Relations Specialist Medical Teams International, Akron, Ohio	May 2009 – December 2011	Contractual Host and Public Speaker WZIP Radio Station, Akron, Ohio	September 2007 – May 2009	Sports Reporter Department of Athletics, The University of Akron	September 2007 – May 2009	EDUCATION		Bachelor of Arts in Communication , The University of Akron, Akron, Ohio	May 2009	Certificate in Wedding Consulting and Event Planning , U.S. Career Institute	September 2010
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FirstName LastName

123 Akron Ave, Akron, OH 44325

330-972-7747

fl@uakron.edu

**Introductory
Resume Example****Education**

The University of Akron, Akron, OH

Bachelor of Science in Biology

Expected May 2025

John R. Buchtel High School, Akron, OH

Relevant Coursework

Principles of Biology I + II

Principles of Chemistry I + II

Introduction to Ecology

Academic Experience

Introduction to Ecology – Population Ecology Study

- Analyzed data points such as population size, density, and carrying capacity to examine effect of outside factors on an ecosystem
- Assigned team members into groups to construct parts of project corresponding to different data points
- Biology Lab I – Web Building and Eating Patterns of Spiders
- Observed feeding habits of American house spider, *Parasteatoda tepidariorum*, in a controlled environment
- Collected data from observations and created a table to clearly display findings from experiment
- Completed required setup and observations quickly and efficiently to allow enough time to write a report
- Concisely presented data and conclusions as a group to a class of 26 students

Work Experience**McDonalds**, Akron, OH

August 2020 - Present

Crew Member

- Courteously handle any customer discrepancies while balancing register and kitchen responsibilities
- Efficiently operate POS system while ensuring customers receive friendly and attentive service
- Organize stockroom by product expiration date

Zip Family, Akron, OH

May 2019 – August 2019

Childcare Provider

- Cared for three children from 2 to 5 years old
- Prepared activities for the kids to ensure a safe and fun learning environment
- Ensured the children's safety by supervising their activities and keeping their spaces clean

Volunteer Experience

Akron-Canton Regional Food Bank, Akron, OH

September 2019

- Assisted in sorting and packaging dry food items for transport to vendors

Akron Pet Rescue Facility, Akron, OH

April 2018

- Performed animal grooming duties, such as washing, brushing, and trimming coats

Other Resume Sections to Consider

When to consider a projects section: If you are applying for a position that requires specific skills or experiences that you may not have had at a job, but instead through class. However, you can also use projects from a previous position, if it applies to whatever you're applying for.

When to consider a relevant coursework section: If you lack specific experience through work/class, but want to highlight examples of important coursework that can be applied to any position.

Reference Page Example:

Zippy Mascot

111 Spirit Lane, Akron, Ohio 44303
555-555-5555, zmascot@uakron.edu

References:

Dr. Jane Smith

Professor, College of Education
Zook Hall 445
The University of Akron
Akron, OH 44303-5555
330-555-5555
smith@uakron.edu
Former Education Professor

John Doe

Principal, Robinson High School
221 Robinson St.
Akron, OH 44303
330-555-5555
principal@robinson.org
Supervisor for Student Teaching

English Johnson

Department Chair, Language Arts
Beyer High School
444 Akron Dr.
Akron, OH 44054
330-555-5555
english.johnson@gmail.com
Manager for Student Assistant Position

NOTE

*Gender pronouns refer specifically to the person being talked about (He, She, They, Ze), and dictate how an individual would like to be referenced when spoken to or about). To avoid misgendering your references, consider just using their first and last name, like the example above.



The University of Akron
**Career Services
& Student Employment**

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Additional career resource guides are available on Handshake.

SU 211 ■ CAS 126 ■ CoB 161

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330.972.7747 ■ career@uakron.edu ■ <https://www.uakron.edu/career>

Handshake: <http://uakron.joinhandshake.com>