

First Name Last Name

Current Address:

428 Lee Hall, Virginia Tech
Blacksburg, VA 24061
(540) 232-1234

Permanent Address:

3584 Oakview Lane
Lavale, MD 21502
myname@vt.edu

OBJECTIVE To obtain an internship during summer 20XX with an environmental agency.

EDUCATION **B.S., General Engineering**, expected graduation May 20XX
Intended: Biological Systems Engineering
Virginia Tech, Blacksburg, VA

High school diploma, June 20XX
Allegheny High School, Cumberland, MD

RELATED EXPERIENCE Volunteer, Envirothon, Rocky Gap State Park, Flinstone, MD – 20XX-20XX

- One day competition sponsored by the Department of Natural Resources And the USDA Natural Resources Conservation Service
- Topics included: Soil, Fish and Water, Wildlife, and Forestry

Eagle Scout Project, 20XX-20XX

- Planned and constructed rain garden at local elementary school
- Researched proper plants and soil for garden
- Calculated volume of run-off from surrounding area and required area of Garden
- Wrote and distributed information to school informing them of the Features and benefits of a rain garden

WORK EXPERIENCE Certified Ski Instructor, Wisp Resort, Deep Creek, MD – Seasonal, 20XX-20XX

COMPUTER SKILLS

- Windows 10
- MATLAB
- Microsoft Office 2016 (Word, PowerPoint, Excel, Access)

LEADERSHIP/ ACTIVITIES Galileo Engineering Residential Learning Community, 20XX – present
Soccer – 20XX-20XX

- Team Co-Captain 20XX-20XX

Track – 20XX-20XX

- Team Captain 20X-20XX

Peer Tutoring – 20XX-20XX
Youth soccer referee
Helped construct playground for youth in community
Eagle Scout
Order of the Arrow – Boy Scouts National Honor Society
National Merit Commended Student

HONORS/ AWARDS Maryland Distinguished Scholar – Honorable Mention
National Honor Society – 20XX-20XX



Content Features:

- Relevant college activities detailed like employment.
- Experience includes volunteer work.
- Other, less relevant employment separated and not detailed.
- Relevant courses listed.

First Name Last Name

2343 Blankinship Road
Blacksburg, VA 24060
(540) 555-0000
Email: myname@vt.edu

OBJECTIVE

Internship or summer job in the area of criminal justice and law; particular interest in working with juvenile delinquents

EDUCATION

Bachelor of Arts, Sociology; Minor: Human Development, expected August 20XX
Virginia Tech, Blacksburg, VA
GPA: 3.1

Related Courses

Deviant Behavior	The Family in the Ecosystem
Sociology of Law	Adolescence and Early Childhood
Families Under Stress	Sociology of Corrections

RELATED EMPLOYMENT AND COLLEGE ACTIVITIES

Resident Advisor, Housing and Residence Life, Virginia Tech
Blacksburg, VA, September 20XX – present

- Develop programs for, advise, and manage 60 residents
- Enforce residence hall policies
- Serve as a liaison between residents and the student affairs administration

Panel Member, Honor Court System, Virginia Tech
Blacksburg, VA, September 20XX – present

- Serve as a student representative on the University Judicial Panel
- Consider alleged violations of the honor system to determine guilt or innocence

Hotline Assistant, (Volunteer), RAFT Community Crisis Center
Blacksburg, VA, January 20XX – present

- Assist, advise, and refer individuals on issues related to personal needs
- Train six volunteers in counseling techniques and procedures
- Coordinate personnel scheduling

2 Format Details:
• Margins:
 .5 top & bottom
 .8 sides
• Font:
 Arial 11 pt

OTHER WORK EXPERIENCE

Waiter, Macado's, Blacksburg, VA September 20XX – present (during college)

Sales Clerk, Homeline Department Store, Dover, DE, Summer 20XX

Laborer, Walt Construction, Dover, DE Summers 20XX & 20XX

AWARDS & HONORS

Harold T. Smith Scholarship

National finalist, Hallmark Award Art Competition.

Dean's List (two semesters)

Governor's State Scholarship



Features of this resume:

- Includes high school activities, because this student is a sophomore; by junior year, generally remove high school activities unless they are rare or show a long track record of interest or involvement in your chosen field.
- Availability is included, because this is for a co-op position—employers won't automatically know when you can or could start work—so tell them.
- When you don't have career-related experience—yet—your other jobs show employers things like your work ethic and customer service experience—qualities important to all work settings.

First Name Last Name

Current Address:

115 Slusher Hall, Virginia Tech
Blacksburg, VA 24061

(540) 232-3456 myname@vt.edu

Permanent Address:

1234 Forest Lane
Frederick, MD 20872

OBJECTIVE

Seeking a Cooperative Education position related to manufacturing for spring 20XX

B.S. Mechanical Engineering, Expected graduation: May 20XX

Minor: Statistics

Virginia Tech, Blacksburg, VA

GPA: 2.8/4.0

Earning and financing 50% of college education and expenses

COMPUTER SKILLS

AutoCAD/Mechanical Desktop

MATLAB

MiniTab

Mathematica

C++/C#

Virtual Basic

MS Office Suite

MS Powerpoint

2 Employers skim resumes fast: skills listed in columns are easier to read than strings of words with commas.

EXPERIENCE

Waiter, Boudreaux's, Blacksburg, VA Fall 20XX-present

- Work 20 hours per week to help fund college education.

Self-Employed, Lawncare Business, Frederick, MD Summer 20XX

- Solicited business through cold calls and visits.
- Increased customer base through referrals for quality work.
- Performed all necessary equipment maintenance and repairs.
- Covered all expenses and yielded net profit of \$4,000.

Server, Family Restaurant, Frederick, MD, 20XX-20XX, High school & summers

- Trained on and used excellent customer service practices in fast-paced work environment.
- Participated in corporate program to increase sales; achieved all sales goals.
- Worked 40 or more hours per week in summer; worked 15 hours per week during school year.

ACTIVITIES

Student Engineers Council (SEC), Membership Committee Chair, 20XX-20XX

Symphonic Band, Virginia Tech, 20XX-present

Big Brother, Big Sister Program, 20XX-20XX

High School Varsity Volleyball Team, 20XX-20XX

High School Symphonic Band, 20XX-20XX

HONORS

Maryland Distinguished Scholar, Honorable Mention, 20XX

Scholar Athlete Award, 20XX-20XX

Merit Award, Honorable Mention, 20XX Media Festival, Photography Division



Features of this resume:

- Skills not limited to computer skills
- Course project experience detailed just like other work or internship experience
- Table used to format only - borders are set to be invisible on the print document
- Font: Arial 11 pt., Margins: at least .5 all sides

First Name Last Name

5634 University City Blvd., Apt. 56B
 Blacksburg, VA 24060
 (540) 961-6666
 myname@vt.edu

OBJECTIVE	Industrial engineer; interests in manufacturing, cost analysis, and Occupational safety; seeking summer 20XX internship			
EDUCATION	B.S., Industrial and Systems Engineering , August 20XX Virginia Tech, Blacksburg, Virginia GPA: In-major: 3.1/4.0 Overall: 2.68/4.0 Dean's List: Fall 20XX, Spring 20XX			
SKILLS	Knowledge gained through ISE project work includes:			
	Cost Analysis Materials Handling	Human Factors Print Layout	Inventory Control Statistics	
	Computer Skills:			
	AutoCAD Ampl Arena/ProModel Simulation BlocPlan	CrystalBall FORTRAN MS Excel MS Word MS Project	Opt Quest SAS ServiceModel Storm Visual Studio	
COURSE PROJECT	Project Manager for Senior Design Team , Omega Window Co., Inc., Salem, VA Fall 20XX – Spring 20XX <ul style="list-style-type: none"> • Analysis and evaluation of current layout of the window fabrication facility. • Collection and interpretation of materials handling and flow data. 			
EXPERIENCE	<p>Summer Engineering Intern, Perkins Company, Inc., Cleveland, OH, Summer 20XX</p> <ul style="list-style-type: none"> • Application of CAD skills to both office layout and curtain wall analysis. • Compiled ANSI structural leading programs using computer knowledge. • Assisted applications engineers in preparing stamped structural calculations. <p>Maintenance Administration, Cuyahoga Foods, Inc., Bridgewater, VA, Summer 20XX</p> <ul style="list-style-type: none"> • Maintained and updated computer cataloguing of machine parts room. • Ordered, received, and distributed valuable machine parts and supplies. • Prepared purchase orders for cost accounting. <p>Engineering Technician, Naval Air Systems Command, Arlington, VA, Summer 20XX</p> <ul style="list-style-type: none"> • Developed Close Air Support Effectiveness math model using FORTRAN. 			
AWARDS & ACTIVITIES	Perdue Farms Inc., National Scholarship, Spring 20XX Society of Manufacturing Engineers, Fall 20XX Marching Virginians & Metro Pep Band Fall 20XX – Current			

Resumes, Cover Letters, etc.



Features of this resume:

Skills format: skills from work, fraternity, course projects, semester at sea, and activities are grouped and listed to support objective. This is an example of a skills resume, often a great format to use when you do not have a lot of career-related experience.

First Name Last Name

myname@vt.edu

(540) 555-0000

OBJECTIVE

Sales management trainee position, goal to lead and train a sales staff

EDUCATION

B.A., Communication Studies, Public Relations, Marketing Minor, December 20XX

Virginia Tech. Blacksburg, VA

Communication Studies, Theatre, Fall 20XX, Spring 20XX

New River Community College, Dublin, VA

SKILLS

Marketing/Sales/Promotion

- Grossed \$15,000 in three months with summer painting business.
- Raised \$600 in advertising space for fraternity folder project.
- Raised \$400 for fraternity sponsored car show.
- Cold canvassed community for potential clients.
- Created informational brochure for apartment leasing company.
- Developed advertising campaign for class project

Management/Training/Organizational Ability

- Managed daily activities of own painting business including renting/purchasing Equipment and supplies, hiring assistants, budgeting, payroll.
- Arranged client contracts for painting business.
- Assisted in organizing talent show and benefit auction for Semester at Sea.
- Coordinated sales presentation strategy for fraternity car show and trained others in sales techniques.
- Trained new restaurant employees.
- Abided in refurbishing and renovating a restaurant.
- Performed restaurant duties ranging from busboy to night manager.

Communications/Language/Creative Projects

- Created multimedia presentation using slides, music, and narration to brief incoming Virginia Tech students during orientation.
- Developed sales presentations and assisted with advertising campaigns including radio spots, newspaper ads, billboards, posters, brochures.
- Designed and distributed flyers for painting business.
- Traveled around the world with Semester at Sea and used conversational Spanish skills.

WORK

Self-Employed, (Partnership) Sunrise Painters, Reston, VA Summer 20XX

EXPERIENCE

Wait Staff, Leonard's of Washington, Washington, DC Summers 20XX, 20XX, 20XX

LEADERSHIP/

Pi Sigma Epsilon, National professional fraternity in marketing, sales management and selling

ACTIVITIES

Summer Orientation Leader, 20XX

Theater Arts, Virginia Tech

- Several roles in: "The Bride," "The Monster and Steven," "If Men Played Cards as Women."



Features of this resume:

- Coursework outside the major shows how this student is qualified for the career objective.
- Experience can be a student activity-related to and supports the objective in this example.
- 6 key items in bold (in addition to headings)-select those that best support objective.
- Font: Century Gothic 11, Margins = .7
- Table used to simplify formatting only; not to print. Set borders to be invisible on print document: Format > Borders and Shading > Borders: None

First Name Last Name

myname@vt.edu
(540) 555-0000

Current address:
279 Progress Street
Blacksburg, VA 24060

Permanent address:
428 Login Circle
Annapolis, MD 20000

Objective	Position utilizing writing and computer skills: special interests in technical writing and developing training materials for computer use	
Education	B.A. English , May 20XX B.A.F.L. Spanish , May 20XX 15 hours in Computer Science Virginia Tech, Blacksburg, VA Major GPA: 3.6/4.0 Overall GPA: 2.8/4.0	
Related Courses	Computer Science: Computers for Business Operating System Tools Introduction to Programming in C Object-Oriented Software Design Human Computer Interaction	English / Communication: Business Writing Technical Writing Journalistic Writing Reporting Literary Criticism
Computer Skills	Languages: C++, JAVA, HTML/CSS Software: Windows 10, MS Office Suite Publisher, InDesign	
Language Skills	Fluent in Spanish Traveled in Europe: used conversational French	
Technical Experience	Student 4-Help Computer Assistant , Virginia Tech, Blacksburg, VA September 20XX-present (10 hours/week) <ul style="list-style-type: none"> • Assist students with computer problems: by phone and in residence halls • Trouble shoot hardware and software problems • Make recommendations for hardware upgrades • Minor installation and repair 	
Writing Experience	Writer/Editor, Collegiate Times Virginia Tech, Student Newspaper, 2011-present <ul style="list-style-type: none"> • Editor of Events Page, 20XX-present • Write articles on campus topics weekly • Write book reviews • Schedule interviews with visiting personalities, campus leaders and members of the university administration; arrange photo shoots 	
Activities & Honors	New River Valley Cycling Club, 20XX-present Habitat for Humanity Volunteer, 20XX-present Special Olympics Volunteer, 20XX, 20XX, 20XX Dean's List, last 4 completed semesters: Fall 20XX – Spring 20XX	

Resumes, Cover Letters, etc.



Features of this resume:

- Lab Skills - relevant to objective.
- Upper level courses (DON'T list basic courses obviously taken because of your major).
- Use table (shown here) only for formatting. On your resume, set Format > Borders and Shading > Borders: None
- Font: Arial 10 pt., Margins: .7

First Name Last Name

myname@vt.edu | 540-555-0000

Education

Bachelor of Science in Biology, May 20XX
Minor in Chemistry, emphases in Microbiology and Entomology
Virginia Polytechnic Institute and State University (Virginia Tech), Blacksburg, Virginia
GPA: 2.9/4.0 Major GPA: 3.7/4.0

Coursework

- Biological Statistics
- Microbial Genetics
- Food Microbiology
- Pathogenic Bacteriology
- Immunology
- Insect Biology
- Medical and Veterinarian Entomology
- Insect Pest Management

Lab Skills

- Gram Stain Procedure
- Cultured Bacterial and Fungal Color
- Media Preparation
- pH Calibration
- Potentiometric Calibration
- Calorimetry
- Techniques for Bacterial Identification
- Tests for Antibiotic Resistant Bacteria
- Dilutions
- Aseptic Technique
- Methods for Nematode Staining
- Maintenance of Laboratory Notebooks

Computer Skills

- Windows 10
- Mathematica
- Microsoft Excel
- Microsoft Word

Research Experience

Lab Support Technician
International Research and Development, Virginia Tech June 20XX-present

- Conduct research on spores of *Metarhizium anisopliae* for the control of locusts in Sub-Saharan Africa.
- Evaluate production processes utilizing hemacytometer and CFU contx.
- Work on methods to decrease water activity as to enhance germination at lower humidities.
- Assist in bioassays to determine the insects' mortality and virulence of the insect pathogen.

Laboratory Assistant
Entomology Department, Virginia Tech January 20XX-May 20XX

- Researched the development and fecundity of *Steinernema carpocapsae* nematodes when exposed to the bacterium *Xenorhabdus nematophilus* using in vitro techniques.
- Assisted in an experiment to determine the response of plant pathogenic nematodes to *X nematophilus*.
- Applied predatory nematodes for the control of the Tomato Root Knot nematode.
- Aided in a pesticide trial for the control of Japanese beetle grubs.

Undergraduate Research
Entomology Department, Virginia Tech January 20XX-May 20XX

- Worked to develop a viopesticide for the control of a plant pathogenic nematode using the bacteria *Xenorhabdus boerhii*.
- Responsible for general set-up and management of experiments as well as collection and analysis of data.

Leadership Experience

Alpha Chi Omega Women's Fraternity, 20XX-present

- **Senior Class Representative** to the Chapter Relations and Standards Board, 20XX-20XX

Virginia Tech Tae Kwon Do Club, 20XX-present

Resumes, Cover Letters, etc.



Feature of this resume:

- Summary of qualifications—can be used when you have professional experience
- Job title and employer emphasized with bold font

First Name Last Name

115 New Loft Drive
Blacksburg, VA 24060
540-555-4321
myname@vt.edu

OBJECTIVE: Business financial analyst position specializing in economics

SUMMARY OF QUALIFICATIONS

- Three years' experience in economic & financial management analysis
- Web-based coordination of business & e-commerce strategy
- Statistical, spatial, and econometric modeling and analysis
- Database management

EDUCATION

M.S. Applied Economics, May 20XX GPA: 3.8/4.0

Thesis: "Framework for Economic Impact Assessment of H'M-CRSP: A GIS application"

B.A. Economics, Minor: Chemistry, July 20XX GPA: 3.0/4.0

Specialization: Macroeconomics & Finance

Virginia Tech, Blacksburg, VA

COMPUTER SKILLS

Platforms: Windows 7, Vista, XP/server 2009, 2004

Software: GIS(ArcView, ARC/INFO, BusinessMAP Pro, ATLAS GIS, ACT 1.25),

Microsoft Office Suite, MINIT AB, Mathematics, STATA, SAS, SAS JMP, DREAM, Adobe InDesign, Photoshop, and Acrobat.

Programming: C, C++, C#, Java, JavaScript, Perl, PHP, Python, Ruby, and SQL

RELEVANT EXPERIENCE

Freelance Web Consultant, Blacksburg, VA, May 20XX-present

AGECON.COM | AFRICOMP.COM | IFRAF.NET | GUAYLA.COM

- Generate Business leads and design complete web solutions for clients.
- Formulate e-strategic guidance and conceptual consulting.
- Provide interface design, conduct research, development, and synthesis.
- Perform the evaluation, planning, development, deployment and ongoing use of web-based mechanisms and information.
- Build and maintain economic and special database.

Research Assistant, Blacksburg, VA, January 20XX-July 20XX

Office of Institutional Research and Development, Virginia Polytechnic Institute & State University

- Designed a framework for assessing economic impact of USAID-funded Integrated Post Management (IPM) program
- Performed economic (Benefit-Cost Analysis) and statistical analysis of IPMM program Using database-based computer program called DREAM
- Traveled to both sites and collected primary and secondary data and information
- Examined the transferability of IPM technologies and their adoption beyond the Primary sites using spatial modeling within a framework of geographic information System (GIS) technology

Researcher, Blacksburg, VA, December 20XX – August 20XX

Agricultural & Applied Economics Department, Virginia Polytechnic

Institute & State University

- Examined the effects of communication and transport infrastructures on economic development; reviewed literature and collected relevant data and information
- Performed empirical examination using econometric methods on SAS JM

AWARDS AND ACTIVITIES

Outstanding Leadership & Service Award, African Students Association, February 20XX Certificate of Achievement, U.S. Committee for UNICEF, fall 20XX

President 20XX-XX, Secretary 20XX-20XX, Virginia Tech African Students Association

Captain and Manager 20XX-20XX, San George Intramural Soccer Team