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## Hegi Family Career Development Center Contact and Resource information

### **Career Office Hours**

Hegi Family Career Development Center  
YOUR CHOICES. YOUR FUTURE. OUR PURPOSE.  
200 Hughes-Trigg Student Center  
M-F 8:30am - 5:00 pm  
214-768-2266

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### **Online Services**

Visit us online for local, national and international career and internship opportunities as well as many other resources:

**MUSTANG TRAK** – regional jobs, internships  
**GOING GLOBAL** – national and international jobs and internships  
**RESUNATE** – Resume Building

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### **Social Media**



## Resume Assistance

The Hegi Family Career Development Center assists students by offering:

### Career Orientation Workshops

Career focused workshops that describe the resume do's and don'ts, as well as how to register with the career center and use our recruiting system. These are also available online.

### Resumania

Held each semester before the career fair. Employers volunteer to review resumes and offer feedback.

### Resume Review

Career Counselors are available daily to critique resumes and cover letters!

### Career Library

The Hegi Family Career Development Center and the BIC contain many resume and cover letter assistance books, including, but not limited to:

- "Resumes to the Rescue"
- "Resume Magic"
- "The Global Resume & CV Guide"
- "Best Resume & CV for International Jobs"
- "Ace the IT Resume"
- "RESUME" (contains 600 examples)
- "Electronic Revolution"
- "Real Resumes for Financial Jobs"

### Internet Resources

Visit the career center's website at [www.smu.edu/career/](http://www.smu.edu/career/) and view our many websites that provide writing assistance.

## Resume Content Overview

### Demonstrate a History of Success:

Your resume should reflect your **education, experience, skills, and interests** by focusing on what you have **achieved, demonstrated, and learned**. Employers want to see a history of success demonstrated on your resume. Omit any information that could be used to screen you out of an interview such as a low GPA (below a 3.0). Your resume must be error free and all information must be accurate.

### Be brief, 1 - 2 pages in length:

Employers prefer that new graduates keep their resumes to one page. Alumni and graduate students with extensive RELEVANT experience may need two pages to adequately describe the most important elements of their background. Make sure to put the most important information on the first page of your resume.

### Resume Layout:

Use formatting and placement to highlight key information and to draw attention to your strengths. The most relevant information pertaining to your career goals and the position you are applying for should be listed first.

### Information to Include:

- Contact Information
- Objective
- Education
- Related/Relevant Coursework
- Honors
- Summary of Qualifications
- Skills (languages/computer)
- Experience (related, volunteer, other)
- Coursework/Related Projects
- Leadership Experience
- Extracurricular/Community Activities

### Information Not Appropriate to Include:

- Gender
- Race
- Marital Status
- Religion
- Sexual Orientation
- Political affiliation
- Personal descriptions (height, etc.)

# Contents of a Resume

## **CONTACT INFORMATION**

Place your contact information at the top of your resume.

### **ESSENTIAL INFORMATION:**

- Name, current address, phone number (with professional voicemail), and e-mail address

### **OPTIONAL INFORMATION:**

- Web address (for employer to view)
- Permanent Address & Phone (if needed)
- Cell (only if answered professionally)

## **OBJECTIVE**

An objective is a brief statement of your career interests - what you want to do and in what type of industry. We recommend you tailor it to the position when possible.

### **SAMPLE CAREER OBJECTIVES:**

Position and interest areas stated:

- An internship position as an editorial assistant in magazine publishing.
- An entry level computer programming position leading to program design.

Skills and organization type stated:

- To obtain a position in investment banking using excellent quantitative and analytical skills.

## **SUMMARY OF SKILLS/QUALIFICATIONS**

Customize this brief summary of your key qualifications according to the attributes the employer is seeking. Review the job description, identify the skills desired, and then highlight your experiences.

### **TOP SKILLS EMPLOYERS SEEK:**

- Communication (Verbal & Written)
- Analytical/Research
- Team
- Interpersonal
- Leadership/Management
- Computer/Technical
- Organization

## **EDUCATION**

Use reverse chronological order (most recent first).

### **ESSENTIAL INFORMATION:**

- Name of the University(s), city, state
- Degree and major(s)
- Projected graduation date

### **OPTIONAL INFORMATION:**

- Minors, specialization or focus areas
- Honors and GPA's (3.0 or above)
- Study Abroad experiences
- Relevant coursework
- Senior research/projects
- High School honors, leadership

## **EXPERIENCE (RELEVANT OR OTHER)**

### **RELEVANT EXPERIENCE IS GAINED THROUGH:**

- Jobs (full-time, part-time & temporary)
- Work-study
- Internships
- Volunteering
- Extracurricular activities
- Military experience
- Academic projects or assignments

### **WHEN DESCRIBING YOUR EXPERIENCE INCLUDE:**

- Position title
- Organization name, city and state
- Dates of employment (month & year)
- Description of accomplishments and responsibilities beginning with verbs  
Complete sentences are not required
- Avoid phrases like "Duties included" or "Responsible for"  
(See Pg. 6-7 for a list of action verbs)

### **SUGGESTIONS FOR DESCRIBING EXPERIENCES:**

- Focus on accomplishments/outcomes.
- Describe the variety of tasks performed and progressive increases in responsibility.
- Begin each sentence with an action verb.
- Use keywords/nouns to convey key skills or knowledge areas (e.g., familiar with C++, fluent in Spanish).
- **Qualify & quantify the scope of your experience using numbers and facts.**
- Do not use personal pronouns in your description (I, me, my, etc.).

## **EXTRACURRICULAR ACTIVITIES & COMMUNITY INVOLVEMENT**

Include activities that illustrate your skills. Focus on your accomplishments, leadership positions, & committee involvement. For assistance with identifying your transferable skills, visit with a career counselor.

## **HONORS**

Include recognition for scholarships, academic honors, sports, community service, work, etc.)

## **REFERENCES**

References should be listed on a separate page. Use the same heading and contact information as your resume. (See the Reference Sheet Example on page 8). Ask individuals to be a reference before including them.

## **OTHER SECTION HEADINGS**

International experience, volunteer experience, leadership experience, relevant coursework, publications, foreign languages, computer skills, research, certifications, professional associations, etc.

## **Resume Formats**

In organizing your resume, choose the format that best illustrates your qualifications. Below are the three main types of resume formats used.

### **CHRONOLOGICAL**

The chronological resume is the most common style. Education, experience and skills are arranged in reverse chronological order. This resume is appropriate for candidates whose academic and/or professional background is directly related to the position for which they are applying. (See p. 11 for an example.)

### **FUNCTIONAL**

The functional or skills resume is used to market your qualities by emphasizing your skills and abilities. Skills such as communication and organization are used as major headings and information from your background (work experience and/or activities) is used to illustrate and support those skills. It is a good format for alumni reentering the job market or making a career change. (See p. 13 for an example.)

### **COMBINATION**

A combination resume is a modified version of a functional resume. This format is most appropriate for new grads with relevant experience from a variety of areas such as extracurricular activities, class projects, internships, volunteering, etc. You may accomplish this format by including a Summary of Qualifications followed by relevant experience and activities. (See p. 9 for an example.)

## **Electronic Resumes**

Some employers may require you to email or post your resume on a web site. Following are some helpful tips to create an accurate electronic resume.

## **SCANNABLE RESUMES**

Many large companies, especially those in the technology industry, scan resumes electronically to find suitable candidates to interview by identifying keywords in resumes. Try to use the keywords listed in the job posting in your resume.

- Avoid italics, script, underlining, shading, and graphics. Most scanners accept bolding, though using all capital letters may be the best choice
- Do not use horizontal/vertical lines
- Do not use open-faced bullets such as "o" because these can be read as the letter "o". Use closed-faced bullets such as "•"
- Print on white paper and do not fold or staple

## **ASCII OR PLAIN TEXT FORMAT**

Employers may ask you to e-mail your resume to them in ASCII format. ASCII is the simplest form of text in that it contains no formatting within the document. It allows prospective employers to view your resume via the Internet or e-mail no matter what kind of computer they are using.

To create an ASCII resume, type your resume using your favorite word-processing application, and then save it as a text only document (Rich Text Format or RTF). AVOID formatting mistakes such as:

- **Special characters** - (such as "smart quotes" or mathematical symbols)
- **Tabs** - use your spacebar instead
- **Alignment** - the default for ASCII is to make everything left justified (which is the preferred format for scanning resumes and online viewing)
- **Word-wrap** - Use hard returns to insert line breaks instead
- **Fonts** - boldface, italics, and various sizes will NOT appear in the ASCII version

## **E-MAILING RESUMES**

If you are sending a resume as an attachment, make sure it is in a format that employers can read and that it is virus free. Some e-mail systems will not view or will not accept e-mail messages with attachments, so follow up with employers! Make sure they received your resume and were able to view it.

## **WEB RESUMES OR WEB PORTFOLIO**

A web resume is a formatted resume that you place on the web. A web portfolio should contain your resume and samples of your work (projects, reports, etc). Make sure your website is viewable for employers.

# Resume Checklist

## CONTENT

<b>Organization</b>	Information is arranged logically and in a format that highlights your strengths.
<b>Contact Information</b>	Address, phone number and e-mail are all current and correct. Have a professional voicemail message on your phone.
<b>Objective</b>	Statement is specific enough to give an employer an idea of the job you're seeking. If not, remove it.
<b>Education</b>	Spell out your degree, major and minors.
<b>Summary of Skills</b> <i>Optional</i>	Good way to highlight your strengths and skills that you may or may not describe under experience.
<b>Grade Point Average</b>	Include GPA if overall or major / relevant GPA is 3.0 or better. Be sure to identify the GPA by major or overall.
<b>Graduation Date</b>	Include the month and year that you expect to graduate.
<b>Relevant Coursework</b> <i>Optional</i>	List courses or class projects when career-related experience is lacking or coursework is particularly relevant.
<b>Work Experience</b>	Describe your experience in terms of accomplishments and the variety of tasks performed and responsibilities held. USE ACTION VERBS (See list on pp. 6-7.)
<b>Activities &amp; Leadership</b>	List activities that demonstrate your job-related skills and accomplishments. Refrain from using personal hobbies.
<b>Honors</b> <i>Optional</i>	Good to include to highlight your academic achievements. May also appear under Education.

## STYLE & FORMATTING

<b>Headings</b>	Use boldface or capital letters for emphasis. Use headings that apply to your resume.
<b>Action Verbs</b>	Use short action phrases to demonstrate your responsibilities.
<b>Verb Tenses</b>	Use accurate verb tense – use present tense verbs when referring to current activities, and use past tense when referring to previous activities.
<b>Font</b>	Font size should be 10-12 pt. Use simple, readily legible fonts, such as Times New Roman, Arial, and Courier.
<b>Length</b>	One page is preferred for recent graduates and current students.
<b>Bullets</b>	Use bullets to start each description. Avoid using fancy bullets.
<b>Consistency</b>	Maintain a consistent formatting style. If one heading is bold, all headings should be bold.
<b>Paper</b>	Paper should be heavy bond, white or pale colored.
<b>Placement</b>	Leave enough white space on the page so that your resume is easy to scan / read.

## ADDITIONAL TIPS

<b>Proofread</b>	Check for grammar, spelling and consistency. Ask someone else to proofread your resume.
<b>Resume Review</b>	See a career counselor for feedback on your resume.
<b>Cover Letter</b>	Include a well-written, customized cover letter with your resume.
<b>Update</b>	Always keep your resume up-to-date with current jobs / internships and activities.

# Action Verbs

## Communication Skills - General

Addressed	Debated	Furnished	Outlined	Stimulated
Advertised	Defined	Guided	Participated	Solicited
Articulated	Described	Informed	Presented	Specified
Authored	Developed	Instilled	Printed	Spoke
Clarified	Discussed	Instructed	Promoted	Suggested
Collaborated	Documented	Interacted	Proposed	Summarized
Communicated	Drafted	Interpreted	Publicized	Synthesized
Condensed	Edited	Interviewed	Published	Talked
Conducted	Exhibited	Lectured	Questioned	Taught
Conferred	Explained	Listened	Referred	Trained
Consulted	Expressed	Lobbied	Reinforced	Transmitted
Contacted	Focused	Marketed	Reported	Translated
Conveyed	Formulated	Mediated	Responded	Tutored

## Communication Skills - Verbal

Addressed	Confronted	Guided	Listened	Spoke
Advised	Debated	Instructed	Participated	Suggested
Articulated	Discussed	Interpreted	Presented	Summarized
Clarified	Explained	Interviewed	Responded	Synthesized
Coached	Expressed	Lectured	Solicited	Talked

## Communication Skills - Written

Advised	Composed	Edited	Publicized	Synthesized
Advertised	Contacted	Marketed	Published	Transmitted
Authored	Corresponded	Observed	Reported	Translated
Coached	Documented	Outlined	Specified	Wrote
Collaborated	Drafted	Printed	Summarized	

## Initiative & Creative Skills

Acted	Constructed	Earned	Instituted	Performed
Adapted	Created	Effected	Introduced	Photographed
Began	Customized	Entertained	Integrated	Planned
Built	Designed	Established	Introduced	Produced
Combined	Developed	Fashioned	Invented	Revised
Competed	Devised	Formulated	Launched	Revitalized
Composed	Directed	Founded	Made	Shaped
Conceived	Discovered	Illustrated	Modeled	Solved
Conceptualized	Displayed	Improvised	Modified	Started
Condensed	Drew	Initiated	Originated	Visualized

## Interpersonal & Team Skills

Adapted	Contributed	Ensured	Interacted	Reconciled
Advocated	Convinced	Expedited	Intervened	Recruited
Aided	Cooperated	Facilitated	Joined	Referred
Answered	Counseled	Familiarized	Judged	Rehabilitated
Arbitrated	Demonstrated	Furthered	Mediated	Represented
Arranged	Diagnosed	Guided	Moderated	Resolved
Assessed	Directed	Helped	Motivated	Simplified
Assisted	Educated	Interacted	Negotiated	Sold
Clarified	Elicited	Influenced	Participated	Supplied
Coached	Enabled	Inspired	Persuaded	Supported
Collaborated	Encouraged	Involved	Prevented	Treated
Conferred	Enlisted	Insured	Provided	Volunteered
Consulted				

### Management/Leadership Skills

Accelerated	Controlled	Generated	Managed	Reorganized
Achieved	Converted	Handled	Merged	Replaced
Administered	Coordinated	Headed	Motivated	Restored
Analyzed	Decided	Hired	Navigated	Reviewed
Appointed	Delegated	Hosted	Organized	Scheduled
Approved	Developed	Implemented	Originated	Secured
Arbitrated	Directed	Improved	Overhauled	Selected
Arranged	Eliminated	Incorporated	Oversaw	Served
Assigned	Emphasized	Increased	Planned	Staffed
Attained	Enforced	Initiated	Presided	Streamlined
Authorized	Enhanced	Innovated	Prioritized	Strengthened
Chaired	Established	Inspected	Produced	Succeeded
Considered	Evaluated	Instituted	Provided	Supervised
Consolidated	Executed	Judged	Pushed	Terminated
Contracted	Expanded	Led	Recommended	

### Organizational Skills

Approved	Coordinated	Logged	Purchased	Specified
Arranged	Corrected	Maintained	Recorded	Structured
Attained	Corresponded	Monitored	Registered	Submitted
Catalogued	Dispatched	Obtained	Reorganized	Supplied
Categorized	Distributed	Operated	Reserved	Standardized
Charted	Executed	Ordered	Responded	Systematized
Checked	Filed	Organized	Retrieved	Tabulated
Classified	Generated	Prepared	Reviewed	Tracked
Coded	Implemented	Prioritized	Routed	Traded
Collected	Incorporated	Processed	Scheduled	Updated
Compiled	Inspected	Proofread	Screened	Validated
Consolidated	Integrated	Provided	Set up	Verified

### Analytical & Research Skills

Accomplished	Collected	Estimated	Invested	Reconciled
Accounted	Compared	Evaluated	Investigated	Reduced
Acquired	Compiled	Examined	Located	Researched
Adapted	Completed	Expedited	Managed	Retrieved
Administered	Conducted	Experimented	Marketed	Reviewed
Adjusted	Computed	Explored	Measured	Searched
Allocated	Conserved	Extracted	Observed	Solved
Analyzed	Corrected	Facilitated	Organized	Summarized
Appraised	Critiqued	Forecasted	Netted	Surveyed
Assessed	Dealt	Formulated	Planned	Systematized
Audited	Detected	Found	Prepared	Tackled
Balanced	Determined	Gathered	Programmed	Tested
Budgeted	Developed	Inspected	Projected	Traded
Calculated	Devised	Interviewed	Proved	Troubleshoot
Clarified	Diagnosed	Invented	Qualified	Uncovered

### Technical Skills

Adapted	Converted	Fortified	Rectified	Systemized
Applied	Debugged	Installed	Regulated	Solved
Assembled	Designed	Maintained	Remodeled	Specialized
Built	Determined	Operated	Repaired	Standardized
Calculated	Developed	Overhauled	Replaced	Studied
Computed	Engineered	Printed	Restored	Upgraded
Conserved	Fabricated	Programmed	Serviced	Utilized
Constructed				

## References

- **List references on a separate page**, use the heading as it appears on your resume (see example).
- Prepare **three to five references** who can speak highly of you and your skills.
- Choose references who can speak about your **qualifications, accomplishments, and job performance**.
- **Former employers and faculty members** may be your best references since they can speak to your skills and performance on the job and in class.
- Be sure **to ask your references for permission** to list them.
- **Send your resume** to your references so they are more familiar with your experiences and therefore are prepared to speak on your behalf.
- Enlist your references for **advice, assistance, and feedback**.
- **Thank them** profusely in writing. They are assets to your success.
- Always **bring your references** with you to your interview.

## Molly N. Collins

[mcollins@hotmail.com](mailto:mcollins@hotmail.com) • 214-333-5683 • 8270 Mustang • Dallas TX 75225

### REFERENCES

Name  
Title  
Company/Organization  
Address  
Phone Number  
E-mail Address

Name  
Title  
Company/Organization  
Address  
Phone Number  
E-mail Address

Name  
Title  
Company/Organization  
Address  
Phone Number  
E-mail Address

*NOTE: We recommend you use the same header you created for your Resume for your references. Matching the headings will give a more professional look.*



# Jinnie Jenkins

3000 MCFARLIN • DALLAS, TX 75205 • 214-500-6000 • JJENK@MAIL.SMU.EDU

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## NON-PROFIT PROGRAM DELIVERY

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Dedicated and team-oriented recent graduate whose accomplishments reflect superior leadership skills, business instincts, and a **demonstrated commitment to community service**. Solid history of developing and facilitating unique programs. Innovative and tenacious in generating funding support. Proficient in MS Word, MS Outlook, and Adobe Acrobat and Illustrator.

- ✓ Program Development & Implementation
- ✓ Critical Analysis & Problem Solving
- ✓ Consensus Building & Group Facilitation
- ✓ Staff Supervision & Empowerment
- ✓ Community Outreach & Public Relations
- ✓ Professional & Volunteer Relationships

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## EDUCATION

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**Bachelor of Arts in Sociology**, Southern Methodist University, 20XX  
GPA – **3.95 / 4.0**

**Truman Scholarship Recipient** - an elite honor that recognizes college juniors with exceptional leadership potential who are committed to careers in government, the nonprofit or advocacy sectors, education or in public service

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## RELEVANT EXPERIENCE

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- Director, Alternative Spring Break**, Southern Methodist University, Dallas, TX Aug. 20xx - Present
- ✓ Supervise executive board of 16 students overseeing programs in over 8 US cities and in Ecuador
  - ✓ Develop public relations and on-campus awareness campaigns to generate student interest
  - ✓ Create 5-year strategic plan for organization highlighting opportunities for growth and funding initiatives
  - ✓ Manage yearly operating budget of \$70,000 growing program each year with decreasing budget
- Advisor / Mentor, Mustang Heroes**, Southern Methodist University, Dallas, TX Sept. 20xx-Present
- ✓ Established group executive board and participated in board meetings to assist in developing organizational structure
  - ✓ Wrote organization constitution incorporating university policies and procedures
- Volunteer Chair, American Red Cross**, Dallas, TX Summer 20xx
- ✓ Planned and facilitated Regional Disaster Forum bringing together Service Coordinators, Community Directors and volunteers from across region
  - ✓ Conducted an open forum concept with objective to allow participants to express concerns and collaborate on combining resources to create effective programming to service communities in need
- Volunteer, Department of Health and Human Services**, Dallas, TX Summer 20xx
- ✓ Reviewed literature dealing with funds available through grants from governmental agencies and private foundations; Conferred with personnel affected by proposed program to develop program objectives
  - ✓ Drafted \$200,000 grant proposal targeted at disaster preparedness in hospitals and healthcare systems
- Research Grant Recipient, SMU Big iDeas**, Dallas, TX Jan. 20xx – Feb. 20xx
- ✓ Examined socioeconomic disparities surrounding healthcare education in the Dallas area and propose solutions to decrease disparities

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## ADDITIONAL LEADERSHIP AND ACTIVITIES

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- ✓ Board Member – SMU Hegi Family Career Development Center (Career Development Ambassador)
- ✓ SMU Leadership Certificate Recipient and Student Trainer
- ✓ SMU Intramural Flag Football Team

# MATTHEW EMBREY

2500 Mustang Street, Dallas, TX 75206  
membrey@mail.smu.edu  
214.802.5892

<http://www.linkedin.com/in/matthewembrey>

## OBJECTIVE

To obtain an internship in electrical engineering for the summer of 2012

## EDUCATION

**Southern Methodist University**, Dallas, TX

Bobby B. Lyle School of Engineering

Bachelor of Science, Electrical Engineering, Physics (minor)

Expected Graduation: May 20xx

Cumulative GPA: 3.5

Major GPA: 3.7

## SUMMARY OF QUALIFICATIONS

- Strong teamwork and leadership skills demonstrated through coursework and student governance
- Excellent time management skills while being a full-time student, volunteering, and working part-time
- Proficient in German and French
- Knowledge in Visio, Microsoft Office, Mac, Visio, Java, C++ and AutoCAD

## ENGINEERING INVOLVEMENT

**Engineering Ambassador**, Bobby B. Lyle School of Engineering

Aug 20xx-Present

- Develop numerous educational outreach programs that incorporate engineering concepts
- Serve as a tour guide for prospective students and family members

**Vice President**, Student Engineering Joint Council

Aug 20xx-Present

- Oversee college's annual awards banquet
- Partake in the homecoming committee as an engineering college representative

**Project Chair**, Habitat for Humanity

Sept 20xx-May20xx

- Taught other student members in constructively setting up electrical wires around newly built structures
- Successfully supervised the construction of two new houses

## WORK EXPERIENCE

**Bank of America**, Assistant Technical Manager Dallas, TX

May 20xx - Present

- Assist in managing all electronics infrastructure of a banking branch
- Troubleshoot immediate concerns generating from bank teller's computers as an on-site technician
- Routinely evaluate electrical wirings to prevent fire hazards

**SMU -The Office of Information Technology**, Technician Dallas, TX

20xx-20xx

- Installed telecommunication devices in new classrooms
- Provided technical support in all SMU classrooms

## PROJECTS

**Senior Design Project**

- Created a smartphone application that could simultaneously video chat up to 4 people

**Formula SAE**

- Participated in a regional competition that involves building a car. Team Leader of a group of 5 that led to 2<sup>nd</sup> place in the Dallas/Fort Worth area. Assisted coordinating the competition

## LEADERSHIP

- President, Institute for Electrical and Electronic Engineers Aug 20xx-Present
- Vice President of External Relations, Student Engineering Joint Council Aug 20xx-Present
- Vice President, Society of Automobile Engineers Sept 20xx-May20xx
- Ambassador, Bobby B. Lyle School of Engineering Sept 20xx-May20xx

# Wong Soung Mei

P.O. Box 7501234 • Dallas, TX • 75275-1234 • (214) 768-1111 • [wmei@smu.edu](mailto:wmei@smu.edu)

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## OBJECTIVE

To obtain a research assistant and/or lab technician position utilizing **critical thinking, observation** and **data analysis** experience along with knowledge of **chemistry** and **immunology**.

## EDUCATION

**Southern Methodist University**, Dallas, Texas  
**Bachelor of Science in Chemistry**, Minor in Biology

May 20XX

## RELEVANT CHEMISTRY COURSEWORK

Introduction to Polymer Chemistry  
Advanced Organic Chemistry

Physical Chemistry I & II  
Advanced Analytical Chemistry

Instrumental Analysis  
Inorganic Chemistry

## RELEVANT EXPERIENCE

**Chemistry Department - SMU**, Dallas, Texas

September 20XX to Present

*Rheumatology and Immunology Department, Intern*

- Maintain and run high-pressure liquid chromatography system for proteins (leukotrienes).
- Prepare standards and titration of antibodies used by the entire department.
- Study culture and bovine endothelial cells.
- Conduct binding studies with leukotrienes.
- Gain knowledge of how spectrophotometer obtains concentrations and the purifying of polymorphonuclear leukocytes and monocytes.

**Davenport Company**, Atlanta, Georgia

Summer 20XX

*Chemical Division, Part-time Assistant*

- Ran trials on the bleaching process using different chemicals in order to improve the process and reduce the outflow of dioxins.
- Calculated flow rates and meter pump settings for the chemical polymer feed system in the filter plant.
- Assisted outside engineering firm in designing a new bulk storage tank system and piping for the main polymers used for filtration.
- Provided technical assistance and support to management.

**Moonstone and Smythe Company**, Atlanta, Georgia

Summer 20XX

*Engineering Department, Intern*

- Assisted a DuPont Test Specialist in the operation of a two-column distillation pilot plant.
- Started the pilot plant, monitored the control panel, and made process adjustments as needed to maintain steady state operation and shutting the pilot plant down when needed.
- Compiled pilot plant data and performed associated calculations on an IBM PC.

## LEADERSHIP ACTIVITIES

- Chemistry Society, Treasurer
- Chemistry Tutor, Dallas Independent School District
- Phi Lambda Upsilon, Chemistry Honor Society
- Mustang Link (host prospective SMU students)

(US Citizen)

## Elizabeth Simmons

1000 Dyer Street

Dallas, TX 75205

[esimmons@smu.edu](mailto:esimmons@smu.edu)

214.999.2525

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**OBJECTIVE** To obtain a full-time position in a retail merchandising training program

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### EDUCATION

**Southern Methodist University**, Dallas, TX

May 20xx

*Bachelor of Arts in Psychology*

*Minor in Advertising*

*Minor in Chinese*

**SMU in Beijing, China**, *Study Abroad*

June 20xx – December 20xx

Six month language intensive program

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### RELEVANT RETAIL EXPERIENCE

**Dallas Bridal**, Dallas, TX

October 20xx - Present

*Sales Associate*

- Exceeded sales goals by over 20% for 3 consecutive years and recently awarded 2011 Sales Associate of the Year
- Responsible for visual merchandising planning and execution for the store
- Coordinate trunk shows with featured bridal designers and market events to the public through social media and print advertising

**The Shoe Box**, New York, NY

June 20xx – August 20xx

*Summer Merchandising Intern*

- Identified top and low performing items and created a sales forecasting module to assist buyer in assortment planning process
  - Analyzed daily sales reports and collaborated with supplier representatives to maintain appropriate inventory levels
  - Attended local shoe markets with buyer to learn the buyer-supplier relationship
  - Presented a final written and oral presentation to test knowledge of the buying process to fellow interns, buyers, and upper level management
- 

### LEADERSHIP

**Mustang Marathon**

April 20xx – March 20xx

*Corporate Sponsorships Chair*

- Contacted local and national companies resulting in over \$45,000 in monetary and in-kind gifts
- Organized 3 sponsorship teams of 10 volunteers each to help with solicitation

**Alternative Break**

Spring Break 20xx

*San Francisco Site Leader*

- Led a team of 12 students on a Spring Break service trip at Glide Memorial Church in San Francisco
  - Facilitated group daily reflections discussing social justice issues and its impact on society after each day of service
- 

### SKILLS

**Language:** Fluent in Mandarin Chinese

**Computer:** Proficient in Microsoft Office Tools – Word, Power Point, Excel, and Publisher

# PATRICK FONDREN

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2424 Duck Creek  
Dallas, Texas 75043

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(972) 555-6000  
pfondren@smu.edu

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## **OBJECTIVE**

To secure a full-time position in editing or publishing to apply strong academic background and skills

## **EDUCATION**

Southern Methodist University, Dallas, Texas

**Bachelor of Arts in Journalism** May 20xx

Journalism GPA: **4.0**, Overall GPA: **3.75**

## **SKILLS**

### **Editing**

- Assisted advanced placement high school seniors in perfecting college admission essays
- Revised Resume and Interview Guides for SMU Hegi Career Center
- Edited admissions process brochure for SMU Enrollment Services
- Helped SMU graduate student edit Master's thesis

### **Publishing**

- Wrote 15 articles for The Daily Campus; 5 were first page published articles
- Designed ad in *The Daily Campus* for student organization to generate student interests
- Created first-year planner for Resident Life and Student Housing department to be delivered to 1500 first-year SMU students
- Collaborated and assisted with development of SMU social norms campaign literature and posters

### **Computer**

- Adobe PageMaker, Photoshop
- AutoCAD
- Microsoft Word, Excel, PowerPoint, Access, Publisher

## **RELATED INDUSTRY EXPERIENCE**

**Ad Intern, *Dallas Morning News*, Dallas, TX**

May 20xx – July 20xx

- Placed customer ads in Classified Ads section of the weekday paper
- Ensured all ads were accurate and processed on time applying great attention to details
- Answered customer questions concerning ad space

## **ACTIVITIES & HONORS**

SMU Society of Professional Journalists

SMU Debate Team

SMU Dean's List for Academic Excellence

High School English Teacher Assistant (volunteer 3 days a week)

Dallas Rotary Club Scholarship Recipient

## **SELECTED PUBLICATIONS**

"Urban Thrill - SMU Students Select Dallas for Location." *The Daily Campus* [Dallas] Monday Apr. 20XX. Print.

"K\$SHA Puts on Show Stopper." *The Daily Campus* [Dallas] Wednesday Apr. 20XX. Print.

"Journalism Department Offers Unique Class." *The Daily Campus* [Dallas] Monday Oct. 20XX. Print.

"From Rags to Riches – The Story Behind the Dallas Elite." *The Daily Campus* [Dallas] Friday Jan. 20XX. Print.

"SMU Students Committed to Service." *The Daily Campus* [Dallas] Tuesday Feb. 20XX. Print.

# Jacob Ford

1000 Champions Drive • Dallas, TX, 76205 • 214-800-1500 • jford@mail.smu.edu

## Objective

To obtain an internship position in sports management industry specializing in marketing and public relations.

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## Education

**Southern Methodist University** – Dallas, TX  
Bachelor of Science, Sports Management  
Cumulative GPA: 3.65

Expected Graduation: August 2012

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## Sports Management Experience

### Shift Manager

SMU Dedman Center for Lifetime Sports March 2011-Present

- Hire, train, and supervise 5 student assistants of the evening shift.
- Maintain quality and safety assurance of Dedman facilities.
- Provide customer and technical service for Dedman users.

### Marketing Assistant

SMU Athletics Office – Public Relations and Marketing January 2009-January 2011

- Maintained up-to-date information through SMU athletics website and social networks.
- Collaborated with sales office in revamping promotional items for the next school year.
- Contributed to a marketing brochure for alumni.

### Market Development Intern

Texas Rangers May-September 2010

- Assisted in keeping track of all Rangers international media efforts, including print publications, social networks, website, radio and TV broadcast spots.
- Served as a liaison with sponsors via email, phone, and occasional in-person meetings.
- Maintained clippings file to keep track of all Rangers international media coverage.

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## Activities/Volunteer Experience

- **Vice President**, SMU Baseball Club January 2011-Present
- **Assistant Coach** (volunteer), Dallas Little League May 2009-Present
- **Volunteer**, Habitat for Humanity September 2008-May 2010

# MERIDETH DEDMAN

(214) 555-5557 ▪ mdedman@smu.edu ▪ [mteachanddance@linkedin.com](mailto:mteachanddance@linkedin.com)

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## OBJECTIVE

A high school teaching position in the subjects of English or Dance integrating academic background and passion for the performing arts.

## EDUCATION

Southern Methodist University, Dallas, Texas

**Bachelor of Fine Arts in Dance Performance**

May 20xx

**Bachelor of Arts in English**

May 20xx

**Overall GPA: 3.91**

## TEACHING EXPERIENCE

**North Dallas High School, Dallas Independent School District**

August 20xx - Present

*Teacher's Aide*

*Dallas, Texas*

- Assist English teacher with planning class assignments incorporating interactive and engaging activities.
- Tutor 15 advanced students in creative writing advising them on identifying and developing their distinctive styles.
- Create and supervise book club for remedial first-year students to empower and inspire students to read.

**Meadows School of the Arts, SMU**

August 20xx – May 20xx

*Teacher, Department of Continuing Education*

*Dallas, Texas*

- Taught 12 adult students beginning ballet focusing on developing basic techniques.
- Planned and implemented lesson plans incorporating components of warm-ups, practice drills, and recital practice.

**Communities in Schools, Inc.**

January 20xx – May 20xx

*Tutor and Mentor*

*Dallas, Texas*

- Assisted students at Skyline High School with English homework three days a week helping students establish strong and efficient study skills.
- Participated in field trips to local universities to expose group to the college experience.

## OTHER EXPERIENCE

**Department of Residence Life, SMU**

July 20xx – May 20xx

*Resident Assistant, Cockrell / McIntosh Hall*

*Dallas, Texas*

- Planned 6 educational programs annually for 250 residents, including topics on date rape, alcohol abuse, and careers.
- Enforced University policies, counseled students, and mediated problems.
- Allocated programming budget and hall improvement funds.

*Student Assistant*

September 20xx – May 20xx

- Managed scheduling appointments, maintaining office calendars, and ordering supplies.
- Wrote, edited, and published newsletters for incoming students.
- Maintained budget for Associate Director and select department accounts.

## HONORS AND ACTIVITIES

Hyer Society, SMU Honor Society of top 1% of students

May 20xx

Dorothy Amman Award for Student Services

May 20xx

Published article in SMU's literary text, *Criteria*

December 20xx

Named RA of the Year by Residence Hall Association

May 20xx

# Michael A. Fincher, III

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## Local Address

123 College Lane  
Dallas, TX 75275  
(214) 555-1212

michaelfincher@ev1.net

## Permanent Address

567 Comfort Street  
Houston, TX 77072  
(281) 555-2222

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## Education

**Southern Methodist University**, Dallas, TX  
Bachelor of Arts in Markets and Culture  
International Studies minor

Expected graduation: May 20XX

## Honors

Winner of SMU's Big IDEAS competition (Business Enterprise Sector)  
SMU Dean's List  
Most Valuable Academic Player, SMU Golf Team  
Most Improved Player, SMU Golf Team

## Languages

Spanish: Fluent in speaking, reading and writing  
Italian: Basic speaking, reading and writing

## International Experience

### Lugano, Switzerland

The American School in Switzerland

Intensive language studies in Italian; course work in culture and Swiss-Italian studies; traveled around Switzerland studying art, history and culture

Traveled extensively throughout Europe and lived in Mexico

## Relevant Coursework

European Business Environment  
Global Business Strategy  
Culture Change and Globalization

Urban Life: A Cross Cultural in State  
International Trade  
Organizational Psychology

## Employment Experience

Southern Methodist University Tele-pony, Dallas, TX

Jan. 20xx - Present

### Alumni Relations & Fundraising Specialist

Contacted alumni to share the latest SMU news, updated contact information and solicited monetary gifts for SMU. Raised over \$10,000 for the University

Quality Screw and Nut, INC., Dallas, TX

May 20xx - Present

### Warehouse Intern

Assisted in running inventory on the FASPAC system. Scanned barcodes on incoming and outgoing products to all destinations

## Activities

SMU Markets and Culture Club

SMU Golf Team

Assisted in running a canned food drive operation for student athletic program

# Grace H. Trigg

1234 Binkley ♦ Dallas, TX ♦ 75275 ♦ 214-123-4567 ♦ [trigg@smu.edu](mailto:trigg@smu.edu)

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## OBJECTIVE

A museum internship position to gain curatorial and archival experience and apply research organizational and communication skills

## EDUCATION

Southern Methodist University, Dallas, TX

**Bachelor of Arts in History**, May 20xx

Minor: Political Science

## SMU-in-Moscow Language Study Abroad Program

Moscow State University, Moscow, Russia

## QUALIFICATIONS

### Research

- ♦ Conducted 20-page research project on the influence of Russian writers on national life in the 20<sup>th</sup> century at Moscow State University
- ♦ Assisted professor with gathering archived materials for research project on the evolution of the history department at SMU

### Organizational

- ♦ Organized on-campus voter registration effort to register 500+ students for general election
- ♦ Scheduled event calendar for Russian Club activities to include special guest lectures, language practice mixer, and book club meetings

### Communication

- ♦ Moderate Russian language skills
- ♦ Spoken at three SMU Democrat meetings on the role of Russia and Eastern Europe in contemporary U.S. politics

## RELATED EXPERIENCE

### Visual Resources Assistant

September 20xx - present

Meadows School of the Arts, SMU, Dallas, TX

- ♦ Acquire and circulate digital images and slides of art and architecture for teaching purposes on the SMU campus
- ♦ Scan and file digital images for professor projects
- ♦ Provide clerical support to the staff of the Visual Resources Library

## RELEVANT HISTORY COURSEWORK

Russian Culture

Social and Intellectual History of Europe

The Domestic Roots of Foreign Policy

History and Literature in 20<sup>th</sup> Century Europe

## ACTIVITIES

Russian Club

SMU Democrats

# JACK MEADOWS

1000 Walnut Hill • Dallas, Texas 75230 • (214) 555-1212 • [jacquelinem@smu.edu](mailto:jacquelinem@smu.edu)

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## OBJECTIVE:

To obtain a position as a business analyst utilizing knowledge of economic theory and statistical analysis

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## EDUCATION:

Southern Methodist University, Dallas, TX

May 20xx

**Bachelor of Science in Economics w/Financial Applications**

**Minor in Statistical Science**

GPA: Overall: 3.4 Economics: 3.5

## SUMMARY OF RELEVANT SKILLS:

### Economics / Finance

- Utilize knowledge of economic relationships and trends to advise business analysts
- Apply money, banking, and foreign exchange principles to current research
- Balance 6R Ranch account by keeping track of expenditures and revenues earned annually
- Related Coursework: Money & Banking, Financial Economics & Investment Behavior, International Trade, Accounting I & II, Cost-Benefit Analysis, Price Theory, International Macro Theory and Policy

### Statistics

- Advanced knowledge of statistical methods routinely used in economic projections
- Ability to identify complex problems and review related information to develop and evaluate options and implement solutions

### Research and Data Analysis

- **Mini-tab** and **SAS statistical software** to conduct cost-benefit and demand analysis
- Assemble economic data to run regressions determining data strength between income and number of children in household
- Perform data compilation, statistical analysis, spreadsheet and report production

## WORK EXPERIENCE:

**Congressional Budget Office Intern, US Congress**

Summer 20xx

- Analyzed annual data for Congressional subcommittee budgets
- Created spreadsheets tracking expenditures
- Collaborated with other interns to generate reports compiling budget projections

**Ranch Accountant / Cattle Buyer, 6Z Ranch, City, TX**

August 20xx – May 20xx

- Managed an account for purchasing and selling over 150 head of cattle
- Maintained and repaired fences / cattle pens over 1,000 acres of property
- Represented 6Z Ranch at cattle auctions

## LEADERSHIP ACTIVITIES:

Economics Club, Treasurer

SMU Leadership Certificate Award

North Texas Chapter American Statistical Association, Student Member

Math Tutor – Dallas Independent School District

# Madison Maguire

1234 Daniel, Apt. 567 | Dallas, Texas 75275 | 214.555.6000  
[maguire@hotmail.com](mailto:maguire@hotmail.com) | [mmaguire@linkedin.com](https://www.linkedin.com/in/mmaguire)

**OBJECTIVE** Achievement-driven graduate seeking to obtain a position in healthcare-related sales

**SUMMARY OF QUALIFICATIONS**  
**Experienced** – two years in sales and healthcare  
**Highly motivated** – earned BA in three years and financed 100% of education  
**Excellent time management** – worked 20 hours per week while maintaining a 3.4 GPA  
**Leadership ability** – through volunteer, work, and organizations

**EDUCATION** SOUTHERN METHODIST UNIVERSITY Dallas, Texas  
**Bachelor of Science in Biology** December 20xx  
**Minors in Advertising and Psychology**  
Cumulative GPA: 3.4

**SALES EXPERIENCE** TEXAS NATIONAL BANK Plano, Texas  
**Customer Service Representative/Teller** August 20xx - December 20xx  
Sold loans and other bank services to help branch meet regional sales goals  
Researched and reviewed customer complaints and wrote explanatory letters  
Routinely balanced \$15,000 working drawer

THE GAP Plano, Texas  
**Sales Associate** Summer 20xx  
Assisted with storeroom inventories and promotional displays  
Recognized as "Pacesetter" – **monthly top sales person**

**INDUSTRY EXPERIENCE** PRESBYTERIAN HOSPITAL OF DALLAS Dallas, Texas  
**Patient Relations Volunteer** January - August 20xx  
Interacted with hospital staff and patients providing exceptional customer service  
Drafted report on improving service to patients which was utilized in creating new office policies

SUSAN G. KOMEN RACE FOR THE CURE Plano, Texas  
**Event Volunteer** Fall 20xx  
Assisted staff in marketing race participation to SMU students  
Coordinated volunteers at race-day check-in

**LEADERSHIP EXPERIENCE** PROGRAM COUNCIL, Southern Methodist University  
**Chairman- SMU Literary Festival** Spring 20xx  
Coordinated and facilitated event planning meetings  
Organized fundraising event that raised \$2000 for Program Council

ALTERNATIVE SPRING BREAK, Navajo Reservation Tchouple, Arizona  
**Student Leader** April 20xx  
Supervised group of 10 students repairing tribal meetinghouse  
Established objectives and ensured tasks were executed in timely manner