



# Resume Writing

AUBURN UNIVERSITY CAREER CENTER

YOUR CAREER. OUR MISSION.

303 MARTIN HALL | 334.844.4744 | AUBURN.EDU/CAREER

## A RÉSUMÉ...

- Summarizes your work and/or activity experiences, educational background and skills that relate to the job you are seeking in one to two pages.
- Is a document that arouses interest and helps you obtain an interview so you can sell your strengths in person.

*A curriculum vita (CV) is a comprehensive biographical statement, usually three or more pages in length. See CV Tip Sheet for more information.*

## RÉSUMÉ BASICS

- Be accurate and honest
- Avoid mistakes
- Be consistent in format and style in overall page design
- Omit high school information unless relates to objective
- Use matching style for résumé, letter and reference page
- Print on quality paper and printer, if applicable

## A RÉSUMÉ IS USED TO OBTAIN...

- Interviews for internships, seasonal, part- and full-time jobs
- Admission to graduate/professional school
- A leadership position in an organization

## RÉSUMÉ FORMAT OPTIONS

### Chronological

Use this style when work experience, education or activities are strong and relevant to your objective; previous job titles or company names sound impressive; job history shows growth or to emphasize specific career-related accomplishments.

- List experiences from present to past, primarily focusing on accomplishments and skills used.
- Highlight progression and growth through job titles and/or names of employers.
- Caution: This style makes non-impressive job titles and frequent changes in career path clearly visible.

### Functional or Skills-based

Use this style to deemphasize irrelevant job titles and work history in order to draw attention to transferable skills.

- Highlight demonstrated skills and abilities by organizing categories around major areas of accomplishment to best support job objective rather than dates.
- Draw from all sources of experience (jobs, volunteering, activities and coursework) to describe skills.

### Combination

- Combine aspects of chronological and functional formats.
- Emphasize both work history and skills/accomplishments equally.

## RÉSUMÉ CONTENT

Here is a list of sections most often used in a standard résumé.

Include and organize sections based on what you want to emphasize as relevant to the position you are seeking.

### Heading/Personal Information

- **Name:** May include “nickname” or (nickname)
- **Address:** Permanent and/or current addresses
- **Phone Number:** Differentiate between work and cell
- **Email Address:** In black and not underlined
- **Personal Website:** If appropriate

### Summary of Qualifications (Optional)

In a “national survey of 600 hiring managers, the overwhelming majority said the most important part of your resume is the Summary of Qualifications section.” Employers reported they read the summary first and if it caught their attention, they slowed down to give the applicant more careful consideration. Hiring managers also reported only about 5% of resumes received contained this key section.

This section should consists of four to six bullets that present an overview of your experience, accomplishments, talents, work habits, and skills. “Think of it as a mini-outline of you; a highly influential summation of the specifics you bring to the job.”

Resource: <http://robinryan.com/resumeQuiz.htm>

### Summary of Qualifications Samples

- Proven track record of leadership, leading team to start organization, be recognized by the University and recruit 300 members
- Responsible for customer service and production during shift as well as managing 10 staff members
- Proficient interpersonal and presentation skills utilized both in one-on-one settings and group presentations to students, alumni, parents and community leaders
- Recognized for superior problem-solving, project management, relationship building, and strategic planning skills.

Do not lie, exaggerate or misrepresent your skills. Highlight your experience and accomplishments based on solid facts.

### Objective (Optional)

The objective is another option (but should not be used with the Summary) to introduce yourself to the reader, and it sets the tone for your résumé, demonstrates professional direction and indicates the type of work you are seeking. The objective says, “This is what I want to do,” and “These are the skills I want to utilize.” The rest of the résumé says, “This is why I am qualified to do it.”

Be careful not to repeat information in your cover letter and that you do not narrow your employment opportunities too much.

*Include this type of information:*

- Level of position, job title or industry area

- Type of organization or department that interests you
- Description of job activities you wish to perform
- Interests, knowledge or skills you wish to contribute to the organization
- Long and/or short term goals

Your objective should do the following:

- Fit your background/career desires
- Show your confidence in career goals
- Be clear and concise, indicating how your abilities, skills and background relate to your objective

One that states the obvious is not worth listing!

### Sample Objectives

- Management position in production utilizing my expertise and organization skills, supporting my commitment to customer service, employee development and continuous improvement.
- Operations management position at a major operating facility for a growing pulp and paper or related company, fully utilizing management, communication and problem-solving skills.

### Education

- See resume sample on p. 4 for formatting tips
- List in reverse chronological order
- Grade point (if 3.00 and above; do not round up)
- Awards/Honors/Scholarships (if more than three, use a separate section)
- Percentage of schooling paid for by self
- Study abroad experiences
- Special training, trade schools or workshops

### Related Coursework

This might be included in the Education section or as a separate section. Use it when you are lacking related experience but want to demonstrate relevant academic training and knowledge by listing specific course titles.

### Experience

- See resume sample on p. 4 for formatting tips
- List in reverse chronological order
- Include all types of *relevant* experience including full-time, part-time and summer positions; volunteer work, internships, self-employment, research projects and activities if the skills that were developed in those activities are directly related
- Create two sections, Related Experience and Other Experience if needed
- Determine whether to list job title or employer first by what is more impressive, just be consistent
- Describe job duties using phrases that begin with active verbs (see p. 5)

### Honors, Activities, Research or Professional Affiliations

Include activities that demonstrate job-related skills, leadership or membership in career related organizations.

### Key Skills

*Computer:* List as specifically as possible indicating proficiency level. If seeking a technology position, include more specific sections to include programming languages, hardware, software, operating systems, databases, peripherals,

etc.

*Foreign Language:* Indicate your level of written, reading and oral proficiency in each.

### Miscellaneous Information (space allowing)

Add additional categories that reflect your uniqueness, such as interests or volunteer work, publications, presentations and hobbies, but always consider the relevance that category and its contents have to your objective and/or the position at hand.

- Willingness to travel
- Willingness to relocate or geographic preference
- Date of availability
- Special interests

### REFERENCES

Simply list “Available upon request” on your resume. List references on a separate page and always obtain permission and keep references informed of the positions you are pursuing. Reference information should include:

- Complete name (using Mr., Miss, Mrs., Ms. or Dr.)
- Job title
- Name of the organization
- Work address
- Phone number (ask if they prefer work or home)
- Email address

### Choosing your references

- Brainstorm a list of people who will speak highly of your past work performance (job, class work, research, etc.).
- A colleague may also provide a strong reference if you worked on a team project together.
- Character/personal references should only be provided if requested or if your choices are limited.
- Generally, provide three to five references.
- Ask the people you have selected if they will serve as a positive reference, and do not provide their names to an employer without asking first.

### Preparing your reference page

Check spelling of each reference’s name, company, official job title, and address. Learn what phone number and email address they want used.

### Educating and informing your references

- Provide a copy of your résumé to your references so they may speak intelligently about your background and strengths.
- Inform them of the kind of positions you are seeking.
- Coach them about the skills and strengths you would like them to emphasize.
- Notify them of every position you apply for so they may anticipate the call and are prepared to “sell” you for that particular position.
- Thank your references and notify them when you accept a position.

### TIPS FOR RÉSUMÉ WRITING

**Paper/Ink:** Use at least 50% cotton, 8 1/2” x 11” résumé paper, and use same paper for cover letter and reference page. Print in black ink on white, ivory, beige or light gray paper.

**Fonts:** Use popular, non-decorative typefaces such as Arial and Times New Roman. Type the body in 10-12 point font and your name in 16 point or larger.

**Margins:** Use 1/2" to 1" margins on all four sides.

**Length:** Recent graduates should limit résumés to one page unless a second page is essential for details or to prevent crowding on the first page. If you use a second page, type your name and "page 2" on the top of the second page.

**Proof for Errors:** Résumés take a long time. Have Career Center staff, professors, family and peers critique yours.

**Custom Design:** Vary your résumé for different environments. Change the objective/summary and content with every position and perhaps even the content/format. Avoid using templates.

**Attention Getting:** Most readers will only spend 20-30 seconds on the initial scan of your résumé. Readers prefer bullets, bold print and indentions to guide their eyes quickly to main points.

**Accentuate the Positive:** Highlight accomplishments, not just duties. Show how you contributed to or impacted the employer.

**Action Verbs:** Do not use passive (-ing) verbs. Keep the verb tense consistent with the dates you list: past activities should be in past tense and current activities in present tense.

**Numbers:** Quantify your statements by using numbers, statistics and percentages.

**Punctuation:** Be consistent with how you punctuate or do not punctuate the end of bulleted statements.

### DO NOT...

- Make it too long, but do highlight the major areas which will help get you the interview.
- List just your job title, company and dates or extracurricular activities. Communicate your responsibilities and accomplishments in the position(s).
- Use "I," "My" or "Our"; exception is the Objective.
- Date your résumé or entitle it "RÉSUMÉ."
- Introduce anything that could be perceived as a negative.
- Refer to religion, political party or national origin (or use statements that may indicate these) or recognize that you open yourself to unwelcome discrimination despite legislation and ethical concepts that make it wrong to discriminate because of race, religion or national origin. There is still much prejudice either open or hidden. Consider using general terms to indicate experience in one of these areas.
- Include salary information.
- Forget to proofread your résumé several times.
- List references. Prepare a separate page.
- Ruin a well prepared and carefully developed résumé by poor format, crowding or sloppy reproduction. Leave adequate margins and use quality résumé paper.
- Send a résumé without a cover letter.
- Use an email address that is unprofessional.
- Include race, gender, high school information (unless it is relevant), marital status, height/weight, birthplace, birth date or photograph.

### RÉSUMÉ MAILING (IF APPLICABLE)

Use either a business envelope that matches résumé paper or a large manila envelope that does not require that you fold it. Always send a cover letter with your résumé, placing it on top of the résumé. Do not staple pages, use paperclips.

### FREE RÉSUMÉ REVIEW RESOURCES

**E-Résumé Review:** Email resume to [eresume@auburn.edu](mailto:eresume@auburn.edu) for feedback within 48 hours.

**Walk-in & Appointment:** To meet one-on-one with a career counselor, walk-in Monday - Friday, 12 noon - 4:00 p.m. or call 844.4744 to schedule an appointment. For assistance in scheduling an appointment in an accessible location, please call 334.844.4744.

### SKILLS/QUALITIES EMPLOYERS SEEK

Based on a survey printed in the NACE (National Association of Colleges and Employers) 2010 Job Outlook, employers recruiting college students, rated and ranked the following skills between very important and important:

1. Communication skills
2. Strong work ethic
3. Initiative
4. Interpersonal skills (relates well to others)
5. Problem-solving skills
6. Teamwork skills (works well with others)
7. Analytical skills
8. Flexibility/adaptability
9. Computer skills
10. Detail-oriented

Pursue work experiences and activities that develop these skills and traits. Then, make sure you communicate, via your résumé, cover letter and interview, that you have mastered these skills and qualities.

Resource: NACE, [www.naceweb.org](http://www.naceweb.org)

## RESUME FORMAT AND TIPS

**Name:** (nickname)  
**Address:** Permanent and/or current addresses  
**Phone Number:** Differentiate between work, cell or home  
**Email Address:** School or professional. Deselect link.  
**Personal Website:** If appropriate

	Name	
<b>Current Address</b> ## Street City, ST ZIP	phone number email address	<b>Permanent Address</b> ## Street City, ST ZIP
<b>OBJECTIVE OR SUMMARY</b> <ul style="list-style-type: none"> <li>• <b>Objective:</b> State specific job title and list skills you bring to position</li> <li>• <b>Summary/Highlight of Qualifications:</b> Summarize, in 3 - 5 bullets, the skills and personal traits you possess and that mirror the job description to best communicate you are a fit for the position/company. (Tips and Samples: p. 10)</li> </ul>		
<b>EDUCATION</b> <b>University;</b> City, ST <i>Degree;</i> Majors; Date of Graduation <ul style="list-style-type: none"> <li>• GPA: #.##/4.0 (Overall is assumed. Add Major GPA if higher and label as such)</li> </ul>		
<b>APPLICABLE COURSEWORK</b> (Optional Section) Only list courses that fill a gap in resume or otherwise illustrate required knowledge that you have not yet utilized in a job (use columns)		
<b>EXPERIENCE</b> <b>Job Title;</b> Dates of Employment <i>Employer;</i> City, ST <ul style="list-style-type: none"> <li>• List experiences present to past</li> <li>• Include volunteer work, internships, co-ops, part- and full-time jobs and leadership positions if they relate to the position you are seeking</li> <li>• Start each bullet with active verb/skill (past tense if experience is completed): p. 12</li> <li>• Quantify: How many people did you supervise? How much money did you manage?</li> <li>• Share successes, outcomes and improvements you made, not just duties of position</li> </ul> <b>Special/Senior Projects</b> <ul style="list-style-type: none"> <li>• List leadership contributions and outcomes for class project if applicable to position</li> </ul>		
<b>ACTIVITIES/HONORS/PROFESSIONAL MEMBERSHIPS</b> (Optional Section) <b>Organization,</b> <i>current position,</i> dates; <i>previous position,</i> dates List only those organizations (sports, clubs, student government and honoraries) where you contribute regularly and actively		
<b>KEY SKILLS</b> <b>Foreign Languages:</b> List oral, written and reading competency levels, not course years <b>Computer:</b> Include hardware and software proficiencies, if seeking tech position, include more specific sections: programming languages, hardware, software, operating systems, databases, peripherals, etc. <b>Certifications/Licenses:</b> List dates <b>Personal:</b> List personal skills/traits that help make you a better candidate for position		
<b>INTERESTS</b> (Very Optional Section) List interests and hobbies if you have space and if they are relevant to goals of objective		
<b>REFERENCES</b> (Optional Section) Available upon request (Tips: p. 11)		

**Printing:** Use 8 1/2" x 11" resumé paper and print in black ink on light, neutral paper  
**Fonts:** Use Arial, Times New Roman or Garamond  
*Name:* 16-22 pt  
*Headers:* 12-14 pt  
*Body:* 10-12 pt font

- List in reverse chronological order
- Grade point (if 3.0 and above)
- Awards/Honors/Scholarships (3 or more, add section)
- Study abroad experiences
- Special training, trade schools or workshops

**Be consistent in format and style**

- List activities that demonstrate job-related skills, leadership or membership in career related organizations.
- Honors/Awards may be separate
- Volunteer work may be separate

**Proof for Errors:** Have Career Center staff, professors, family and peers critique

**Be accurate and honest 100%**

Be consistent in how you list job title and employer  
 Create two sections, Related Experience / Other Experience to move more related positions to the top  
 Be consistent in punctuation

**Margins:** Use 1/2" to 1" margins on all four sides

**(space allowing)**  
 These categories reflect uniqueness but consider relevance:  
 Interests, volunteer work, hobbies, publications and presentations, willingness to travel or relocate, and date of availability

**High School Information:** Omit after freshman year unless related to position

**Length:** With less than 10 years of experience, limit to one page unless a second page is essential for details or to prevent crowding. Additional pages should be labeled with name and "page 2"

**Custom Design:** Avoid templates. Vary resumé for different environments. Change objective/summary and content with every position and perhaps even the content/format

**20-30 Second Scan:** Readers prefer the following to guide their eyes quickly to main points:

- Bullets
- Bold print
- Indentions

## ACTION VERBS

Choose action verbs that communicate applicable skills to an employer. If you are currently in the position, use present tense. If you are no longer in the position, use past tense. Use this list to brainstorm, but also look at old job descriptions, talk to current or past supervisors and utilize a thesaurus. Try to not use the same verb more than once or twice.

### SKILLS

#### Leadership Skills

administered  
analyzed  
appointed  
approved  
assigned  
attained  
authorized  
chaired  
considered  
consolidated  
contracted  
controlled  
converted  
coordinated  
decided  
delegated  
developed  
directed  
eliminated  
emphasized  
enforced  
enhanced  
established  
executed  
generated  
handled  
headed  
hired  
hosted  
improved  
implemented  
increased  
initiated  
inspected  
instituted  
managed  
merged  
motivated  
organized  
originated  
overhauled  
oversaw  
planned  
presided  
prioritized  
produced  
recommended  
replaced  
restored  
scheduled  
secured  
selected  
streamlined  
strengthened  
supervised  
terminated  
transformed

#### Communication Skills

addressed  
advertised  
arbitrated  
arranged

articulated  
authored  
clarified  
collaborated  
communicated  
composed  
conferred  
consulted  
contacted  
conveyed  
convinced  
corresponded  
debated  
defined  
described  
developed  
directed  
discussed  
drafted  
edited  
elicited  
enlisted  
explained  
expressed  
formulated  
furnished  
incorporated  
influenced  
interacted  
interpreted  
interviewed  
involved  
joined  
judged  
lectured  
listened  
mediated  
moderated  
negotiated  
observed  
outlined  
participated  
persuaded  
presented  
proposed  
publicized  
reconciled  
recruited  
referred  
reinforced  
reported  
resolved  
responded  
solicited  
spoke  
summarized  
synthesized  
translated  
wrote

#### Research Skills

analyzed  
clarified  
collected  
compared  
conducted  
critiqued  
detected

determined  
diagnosed  
evaluated  
examined  
experimented  
explored  
extracted  
formulated  
gathered  
identified  
inspected  
interpreted  
interviewed  
invented  
investigated  
located  
measured  
organized  
researched  
reviewed  
searched  
solved  
summarized  
surveyed  
systematized  
tested

#### Technical Skills

adapted  
applied  
assembled  
built  
calculated  
computed  
conserved  
corrected  
determined  
developed  
designed  
estimated  
measured  
planned  
prepared  
programmed  
projected  
reconciled  
reduced  
researched  
retrieved

#### Teaching Skills

adapted  
advised  
clarified  
coached  
communicated  
conducted  
coordinated  
critiqued  
developed  
enabled  
encouraged

evaluated  
explained  
facilitated  
focused  
guided  
individualized  
informed  
instilled  
instructed  
motivated  
persuaded  
set goals  
simulated  
stimulated  
taught  
tested  
trained  
transmitted  
tutored

#### Financial/Data Skills

administered  
allocated  
analyzed  
appraised  
assessed  
audited  
balanced  
budgeted  
calculated  
computed  
conserved  
corrected  
determined  
developed  
estimated  
measured  
planned  
prepared  
programmed  
projected  
reconciled  
reduced  
researched  
retrieved

#### Creative Skills

acted  
adapted  
began  
combined  
composed  
conceptualized  
condensed  
created  
customized  
designed  
developed  
directed  
displayed  
drew  
entertained  
established  
fashioned  
formulated  
illustrated  
initiated

instituted  
integrated  
introduced  
invented  
modeled  
modified  
originated  
performed  
photographed  
planned  
revised  
revitalized  
shaped

#### Helping Skills

adapted  
advocated  
aided  
answered  
arranged  
assessed  
cared for  
clarified  
coached  
collaborated  
contributed  
cooperated  
counseled  
demonstrated  
diagnosed  
educated  
ensured  
expedited  
facilitated  
familiarized  
furthered  
guided  
insured  
intervened  
motivated  
prevented  
provided  
rehabilitated  
represented  
resolved  
simplified  
supplied  
supported  
volunteered

#### Organization Skills

achieved  
approved  
arranged  
catalogued  
categorized  
charted  
classified  
coded  
collected  
compiled  
corrected  
corresponded  
distributed  
executed  
filed  
generated  
implemented  
incorporated

inspected  
logged  
maintained  
monitored  
obtained  
operated  
ordered  
organized  
prepared  
processed  
provided  
purchased  
recorded  
registered  
reserved  
responded  
reviewed  
routed  
scheduled  
screened  
served  
set-up  
submitted  
supplied  
standardized  
systematized  
updated  
validated  
Verified

### PERSONAL QUALITIES

#### WORK ENVIRONMENT

fast-paced  
structured  
flexible  
provide variety  
autonomous  
team-oriented  
supportive  
friendly  
conservative  
competitive  
innovative  
results-oriented  
customer-oriented  
highly-organized  
systematic  
improvement

#### PERSONALITY

**Direct / Decisive**  
results-oriented  
independent  
initiative  
risk-taker  
decisive  
competitive  
quick  
goal-oriented

**Supportive**  
consistent  
team-oriented  
deliberate  
specialist  
patient

attentive listener  
cautious

**Precise / Reflective / Reserved**  
diplomatic  
analytical  
accurate  
fact-finder  
systematic  
cautious  
attentive to detail

**Outgoing / Optimistic**  
persuasive  
enthusiastic  
people-oriented  
verbal  
articulate  
optimistic  
energetic

**Resource:**  
broncojobs.wmich.edu

## CHRONOLOGICAL RÉSUMÉ FORMAT SAMPLE

### Ima Tiger

**Current Address:**  
123 College Street  
Auburn, AL 36849

imatiger@auburn.edu  
(334) 844-0000

**Permanent Address:**  
9999 Dream Street  
Sunshine, AL 36123

#### SUMMARY OF QUALIFICATIONS

- Energetic young professional seeking Public Relations Assistant Director position
- Innovative thinker with strong creative problem solving and analytical skills
- Strong communicator (verbal and written), experienced in technical writing, blogging and giving presentations
- Technologically savvy, proficient in utilizing Facebook and Twitter marketing strategies

#### EDUCATION

**Auburn University;** Auburn, AL | *Bachelor of Arts in Public Relations;* May 20xx  
• GPA: 3.5/4.0

#### EXPERIENCE

**XYZ Organization;** Auburn, AL | *Social Media Intern;* January 20xx - Present  
• Create Facebook and Twitter post calendar (over four months), increasing links back to website by 65%  
• Collaborate with supervisor to develop Facebook ad  
• Develop social media standards for organization

**Social Sorority;** Auburn University, AL | *President;* March 20xx - Present  
• Direct 10-member executive council to achieve chapter/national goals  
• Assess ideas and make recommendations for implementation  
• Served as liaison to 225 member organization and national organization  
*VP of Marketing;* March 20xx - February 20xx  
• Created, implemented and maintained social media and website  
• Managed print and promotional item design, printing and distribution  
• Communicated effectively with members, University administration and national representatives

**Sales Manager;** Summers 20xx, 20xx and 20xx | *We Are Hip Inc.;* Sunshine, AL  
• Supervised five sales clerks  
• Maintained budget, inventory and payroll

#### TECHNICAL SKILLS

**General Software:** Proficient in Microsoft Word, Excel, PowerPoint and Publisher

**Design:** Proficient in Adobe Photoshop, InDesign and Illustrator

**Social Media:** Proficient in Facebook, Twitter, NING and blogging

## FUNCTIONAL RÉSUMÉ FORMAT SAMPLE

### Frank A. Functional

222 Poplar Street | Opelika, AL 36801 | H: 334.000.0000  
C: 334.000.0000 | fafunction@auburn.edu

#### OBJECTIVE

To obtain advertising internship utilizing creative, writing and interpersonal skills

#### EDUCATION

**Auburn University,** Auburn, AL  
*Bachelor of Arts, English Major;* May 20xx  
• GPA: 3.80/4.00

#### KEY SKILLS

- Creativity**
- Created custom designed logo and promotional materials
  - Designed weekly flyers to advertise social functions
  - Developed ad lay-outs for school newspaper
  - Applicable course work: Advertising, marketing and public relations

#### Writing

- Wrote, edited and distributed monthly newsletter for academic honor society
- Published fictional stories in annual campus literary magazine
- Promoted non-profit organization through press releases on state-wide level
- Applicable course work: business writing

#### Interpersonal

- Coordinated publication of newsletter with 22 fraternities, Greek Life Office, and printing company to meet deadlines
- Exceeded goals for campus newspaper ad sales
- Communicated via phone and face-to-face with patrons interested in learning about non-profit organization
- Applicable course work: Personal Selling, organizational behavior, communication in organizations, persuasive discourse

#### Computer

- Proficient in Microsoft Office (Word, Excel, PowerPoint, Publisher), Adobe Photoshop and Illustrator
- Proficient in social media: Facebook, Twitter, Ning
- Working knowledge of web page design

#### EXPERIENCE/ACTIVITIES

*Social Fraternity,* Publicity Chair; January 20xx - Present  
*The Plainsman,* Sales Rep; September 20xx - Present  
*Phi Beta Kappa,* Secretary; March 20xx - 20xx  
*National Kidney Foundation,* Intern; January - April 20xx

## COMBINATION RÉSUMÉ AND REFERENCE PAGE SAMPLES

### REFERENCE PAGE FORMAT SAMPLE

**Cani B. Acombo**  
 Box 999 Auburn University | Auburn, AL 36849  
 (334) 000-0000 | cmb0@auburn.edu

**REFERENCES**

**Mrs. Jane Doc**  
 Advisor  
*The Plainsman*  
 Foy Student Union  
 Auburn, AL 36849  
 janedoe@auburn.edu  
 334.844.0000

**Mr. John Smith**  
 Director  
 Happy Summer Camp  
 1212 Plaza  
 Statesville, GA 22222  
 j\_smith@camp.org  
 111.111.1111

**Dr. Sunny Shine**  
 Professor  
 English Department  
 Hailey Center  
 Auburn University, AL 36849  
 shinesu@auburn.edu  
 334.844.1234

### COMBINATION RESUME FORMAT SAMPLE

**Cani B. Acombo**  
 Box 999 Auburn University | Auburn, AL 36849  
 (334) 000-0000 | cmb0@auburn.edu

**OBJECTIVE**     Admittance into University of Mississippi Master of Arts  
 in Creative Writing program

**EDUCATION**

**Auburn University**; Auburn, AL  
*Bachelor of Arts, English Major*; May 20xx

- GPA: 3.5/4.0

**WRITING EXPERIENCE**

**The Plainsman**; Auburn University; Auburn, AL  
*Editor*; April 20xx-Present

- Proof incoming articles for weekly newspaper
- Write editorial pieces published through national, local and campus print and social media
- Create short stories for entertainment section bi-weekly

**Happy Summer Camp**; Statesville, GA  
*Creative Assistant*; Summers 20xx, 20xx, 20xx

- Wrote, directed, and produced student play
- Supervised, edited and compiled 50 campers' (high school) collections of creative writing

**KEY SKILLS**

**Writing**

- Edited faculty research paper to be published nationally
- Wrote four short stories and three poems that were published in the University literary magazine
- Critiqued and creatively enhanced camp newsletter and parent letters

**Creativity**

- Participated in traveling improv drama group
- Designed history of film presentation for senior level course, open to entire campus

**Computer**

- Proficient in Microsoft Office (Word, Excel, PowerPoint, Publisher), and Adobe (InDesign, Illustrator, Photoshop), Internet, and email
- Working knowledge of Dreamweaver

**HONORS**

Dean's List, All Semesters  
 Sigma Tau Delta, May 20xx - present