

# RESUME PREPARATION

## TYPICAL STRUCTURE FOR A RESUME

**Identifying Information.** Anyone reading a resume wants to find information easily and quickly, so the identifying information you use should stand out clearly. This information provides your name, address, phone number and e-mail address.

**Objective.** The objective is a concise statement that specifies a position, field of work or skills to be used on the job. The objective provides the focus for your resume.

**Headings.** Headings are used to highlight your particular areas of strength or experience. Create headings that best fit your experience. Some examples are: Special Skills, Related Projects, Leadership, Computer Experience.

**Education.** This entry should include the name of your college, the city and state, the degree you received or expect to receive, and the date of the degree. If you are a recent graduate, this may be your strongest section so you may want to enhance it by including information on curriculum or honors. Study abroad experience could also be included in this section.

**Work and Experience.** List your job title, place of employment, city, state and dates. Write job descriptions that give evidence that you have the skills the employer needs and wants. Avoid "responsibilities included." Instead, make your descriptions powerful by starting each one with a verb. Below is a list to get you started.

**Activities.** If your work history is limited, this section may provide the primary material for your resume. If this is the case, rather than just listing the name of the group you were affiliated with or the position you held, describe what you accomplished or the purpose of the group (if not evident from the group's name). If space is at a premium, you may simply list the organization and your position.

**References.** It is optional to include a statement indicating that references are available. If you want to list your references, do so on an attached sheet, not on the resume itself. See page 16.

### RESUME KEY POINTS

- **The purpose of a resume is to get you an interview.** Your interview should get you a job. If you're getting interviews from your resume, it's doing its job.
- **A resume is a marketing piece, not a history piece.** Decide carefully what to include and leave out. It's not your life story; it's your personal sales piece.
- **Your resume should be targeted to the job for which you are applying.** Be specific and particular in showing your interest and suitability.
- **If possible, keep your resume to one page.** Definitely use a clean, concise style. Your resume may be judged in 20-30 seconds.
- **Read job descriptions and requirements carefully.** These tell you what to emphasize on your resume.
- **Have someone proofread your resume carefully.** Errors often screen out otherwise qualified candidates.

## resume action words:

Administered  
Analyzed  
Appraised  
Audited  
Balanced  
Budgeted  
Compiled  
Completed  
Conducted  
Consulted

Coordinated  
Created  
Critiqued  
Decreased  
Demonstrated  
Designed  
Developed  
Directed  
Documented  
Edited

Enhanced  
Established  
Expedited  
Facilitated  
Financed  
Generated  
Improved  
Implemented  
Initiated  
Managed

Negotiated  
Organized  
Planned  
Presented  
Prioritized  
Produced  
Researched  
Scheduled  
Supervised  
Trained  
Updated

# CURRICULUM VITAE

The curriculum vitae (CV) is a document that details your academic and professional accomplishments. CV's are more comprehensive documents than resumes. They are most often used for academic or research positions, whereas resumes are the preferred documents in business and industry.

Curriculum Vitae	versus	Resume
<ul style="list-style-type: none"><li>• Used when applying for positions in academia, research, grants</li><li>• Summary of all your educational and professional background</li><li>• Includes full list of publications</li><li>• Space is not a premium; may be several pages in length</li><li>• Will be thoroughly read by search committee</li></ul>		<ul style="list-style-type: none"><li>• Used everywhere a CV is not specifically requested</li><li>• Summary of related experience and education</li><li>• Space is at a premium; one page, sometimes two in length</li><li>• Will be scanned quickly</li></ul>

See sample on page 23

For more information on writing a Curriculum Vitae visit this website:  
[www.quintcareers.com/curriculum\\_vitae.html](http://www.quintcareers.com/curriculum_vitae.html)

## CHOOSING YOUR BEST REFERENCES

References are important resources in your job search. Not only can recommenders attest to the quality of your work, work habits and skills, but they also can help you identify possible new employers - especially if you are looking for leads in their field. Recommenders often take a personal interest in your search.

Seek responsible people who know your work and who like you. Some examples of people on campus are professors, university staff members, and coaches. Off-campus recommenders might include your immediate supervisor from a current or past job, internship supervisor, managers of organizations for which you do volunteer work, and professionals of any type with whom you have worked on prior jobs. It is not a good idea to list friends or relatives, since employers won't expect them to be objective and will probably not contact them.

Ask for permission from your recommenders before you use their name. Because it is too important to your future to assume that these people will write a positive recommendation, ask them if they have any reservations about giving you a good reference. If they are at all hesitant, you might decide not to include them on your list.

Give your recommenders some details about the position for which you are applying. Tell them the kinds of things you would appreciate them including in their reference. If it has been a while since you worked with someone, give them a summary of what you have been doing, your accomplishments, and your ambitions.

Jennifer Scott

### References

**Dr. Bob Roberts**  
Professor of Biology  
University of Washington  
Box 350000  
Seattle, WA 98195  
206-555-0000  
bobroberts@u.washington.edu

**Susan Jones**  
Department Manager  
National Marine Fisheries Service  
1234 56<sup>th</sup> Street  
San Diego, CA 11111  
708-000-0000  
susanjones@u.washington.edu

**Jim Johnson**  
Admissions Counselor  
University of Washington  
Box 350000  
Seattle, WA 98195  
206-555-5869  
jimjohnson@u.washington.edu

# REVERSE CHRONOLOGICAL RESUME

(Most recent education/experience first)  
Most common format preferred by employers.

Write in a concise style. Omit personal pronouns and articles (a, the).

**THOMAS DAVIDSON**  
tds@u.washington.edu

Current Address:  
401 Haggett Hall  
University of Washington  
Seattle, WA 98195  
206-543-1212

Permanent Address:  
400 Whitman Avenue  
Yakima, WA 98555  
360-555-1212

## OBJECTIVE

Internship in the Human Resources field.

## EDUCATION

Bachelor of Arts in **Business Administration**, GPA: 3.4, June 2006  
University of Washington, Seattle, WA  
Completed 12 credits in Human Resources

Diploma, Roosevelt High School, Seattle, WA, June 2002

## EXPERIENCE

**Customer Service Representative**, September 2004 - present  
Key Bank, Home Loan Center, Seattle, WA  
Lead educational seminars for first-time home buyers. Train new staff members to process home equity loans. Assist managers in organizing employee orientation.

**Mentor/Tutor**, December 2003 - June 2004  
Early Scholars Outreach Program, Seattle, WA  
Monitored school performance of students from inner-city schools. Planned motivational activities for students. Designed and led workshops for parents of students.

**Hall Government President**, September 2002 - June 2003  
University of Washington, Seattle, WA  
Elected to leadership position by peers. Planned activities designed to enhance students' university experience. Collaborated with administration to ensure quality of services. Trained and supervised student staff.

**Courtesy Clerk**, June 2000 - September 2002  
Safeway Stores, Seattle, WA

## ACTIVITIES

President, Distributive Education Club of America (DECA),  
Roosevelt H.S., 2001 - 2002  
Member, High School Speech and Debate team, 1999 - 2000

## HONORS/AWARDS

Dean's List, UW - 3 quarters  
UW Alumni Student Leadership Award, 2003  
Golden Acorn/Award (for outstanding community service), 2001

Describe associations and awards if not commonly known.

Here volunteer positions are listed under experience. They could also be listed under a separate heading.

Don't include personal information (marital status, health, weight) or photo.

**John Turner**

555 North Pine Street  
Seattle, WA 98105  
206-555-5555  
jturner@u.washington.edu

## OBJECTIVE

Entry level position in mechanical engineering.

## EDUCATION

**University of Washington** Seattle, WA  
Bachelor of Science in Mechanical Engineering  
Expected March 2005  
• GPA in major: 3.3  
• Worked 20-40 hours a week while attending college full-time  
• Supported 75% of college costs.

## Special Projects

**Automated SwingAway Fetchless Batting Tee, Winter 2005**  
• Designed motion control system using stepper motor, Motorola 68HC11 microcontroller, and LCD screen.  
• Wrote computer code using Assembly computer language.  
• Researched human factors for required torque load of stepper motor.

## RELATED EXPERIENCE

**Micro Encoder, Inc.** Kirkland, WA  
Test Engineering Intern June 2004 - present  
• Designed test system using servo-mechanical components.  
• Conducted research and tests on next generation linear encoder scales.  
• Documented test system including details and schematics using AutoCAD.  
• Fabricated mechanical and electrical components for repair and creation of test equipment.

**Charles A. Gove and Associates, Inc.** Seattle, WA  
Computer Aided Drafter June 2003 - Sept 2003  
• Drafted plans and details using AutoCAD for mechanical, electrical, and environmental engineers.  
• Updated Spill Prevention and Containment Countermeasure plans as specified by federal law.

## OTHER EXPERIENCE

**University of Washington Career Center** Seattle, WA,  
Peer Advisor Sept 2002 - June 2003  
• Provided career services information to student groups up to 135.  
• Maintained the Windows 2000 Internet server.

Supplement experience by including descriptions of related class projects.

Avoid purely personal evaluations. "I am an intelligent and diligent researcher" is not recommended. Instead, "Successful completion of three major research projects" is acceptable.

Indicating hours worked during school shows qualities employers look for: energy level and responsibility.

Include names of specific programs used.

# SUMMARY OF QUALIFICATIONS WITH REVERSE CHRONOLOGICAL RESUME

(Used when targeting a job description - highlights match between job requirements and applicant's qualifications.)

## Gary Gutenberg

2733 NE 95<sup>th</sup> Street  
Seattle, WA 98105

(206) 555-1212  
[ggute@u.washington.edu](mailto:ggute@u.washington.edu)

**OBJECTIVE:** Information technology internship utilizing my computer systems and programming skills

### SUMMARY OF QUALIFICATIONS:

- 3 years experience in computer lab and network administration
- Demonstrated customer service experience in various settings
- Work well independently and in team projects
- Japanese: fluent reading and listening; basic conversational skills
- **Computer Skills:** Proficient in C/C++, HTML, XML, Microsoft Office, Windows NT, LAN, web design (<http://students.washington.edu/ggute>)

### EDUCATION:

**University of Washington, Seattle, WA**  
BS in Informatics, GPA: 3.5/4.0, June 2006

*Coursework includes* study of information systems and technology with a human-centered approach: *Informatics Fundamentals, Database Management, Information Retrieval, Information Systems Analysis and Design, Research in Informatics, Computer Networks, Distributed Applications*

**Study Abroad: Keio University, Tokyo, Japan, Spring 2001 - Winter 2002**  
One-year exchange program, resided with host-family

### RELATED WORK EXPERIENCE:

**Computer Lab Assistant, University of Washington, Winter 2002 to present**  
• Provide instructional assistance in an ultra-modern computer lab.

**Network Administrator, Crescent High School, Crescent, WA, 1/97 - 6/99**  
• Aided teachers and students on proper use of computers.  
• Worked with administration to help design and maintain school's computer network.  
• LAN installation and maintenance using Microsoft NT.  
• Web design ([www.crescent.edu](http://www.crescent.edu)).

### OTHER WORK EXPERIENCE:

Customer Service Specialist, CompUSA, Seattle, WA, Summer 2002  
Shift Leader, Video Update, Seattle, WA, 5/99 - 1/00  
Waiter, Family Kitchen, Bothell, WA, Summer 1998

### ACTIVITIES AND AWARDS:

Member, *National Society of Collegiate Scholars*, University of Washington, 2002 - present  
*ASUW Crime Prevention Committee*, UW, 1999 - 2001  
Varsity Football Team, *East Japan Conference Champions*, Keio University, 2001  
*Valedictorian*, Crescent High School, 1999

## Mari McDonald

310 North Soundview Ave.  
Seattle, WA 98105  
206-555-5555  
[mmcdonald@aol.com](mailto:mmcdonald@aol.com)

### SUMMARY OF QUALIFICATIONS

- Trained and experienced in individual and group counseling, crisis management, and behavioral management techniques.
- Experience working with clients of all ages and diverse cultural backgrounds.
- Proficient in Spanish.

### EDUCATION

**University of Washington, Seattle, WA**  
**Bachelor of Arts, Psychology**, Anticipated completion: June 2005  
Presently completing a 30-page thesis on "The Role of Environmental Factors in Self-Efficacy of Women."

### RELATED EXPERIENCE

**Resident Assistant, University of Washington, Seattle WA, Sept. 2003-present**  
Work with Resident Director to assess the needs of 25 students and create a sense of community within the hall. Counsel students individually regarding numerous issues, including stress and interpersonal conflicts. Refer students to other support services as needed. Coordinate speakers for dormitory programs.

**Crisis Counselor, Women's Crisis Line, Seattle, WA, January 2003-present**

• Volunteer six hours per week, responding to calls from women in crisis. Consistently utilize counseling and listening skills. Refer callers to appropriate community resources. Receive on going training in family issues, counseling techniques, and ethical considerations. Frequently observe licensed professionals on the job.

**Camp Counselor, Baker Outdoor Education Center, Glacier, WA, Summer 2002**

Designed and led outdoor activities for campers age 7-12. Led day hikes. Supervised campers in lodge operations.

### Additional Work Experience

• Also held waitress and clerical positions during academic years. Averaged 15 hours per week to help finance college tuition.

### COMPUTER SKILLS

Demonstrated ability to use the following programs: SPSS statistical package, Microsoft EXCEL, Microsoft Windows 2000, Adobe PageMaker

With or without an "Objective", the skills you list here should be related to your job target. Refrain from listing unqualified statements such as "good organizational and interpersonal skills."

Ways to list your education if you are still a student.

Use quantities, amounts, and dollar values where they enhance the description. "Managed budget of \$10,000."

It is possible to show that you have held multiple jobs without having to describe each of them.

# FUNCTIONAL/SKILLS RESUME

(Used with little related experience - good format for career changers)

## Elizabeth English

221 North Peach Street  
Seattle, WA 98105  
206 555-5555  
eenglish@aol.net

### Objective

Editorial Assistant position with a publishing firm specializing in commercial non fiction.

### Background Summary

Well-versed in the day-to-day aspects of publishing including editing and development; proofreading, fact checking and copy editing; production scheduling; publication planning and design; marketing and customer service. Eager and willing to take on new challenges and responsibilities whenever needed to assist in all aspects of publication. Adaptable, quick to learn, and able to work independently and in teams to accomplish group objectives.

### Education

BA in English, minor in Communications, University of Washington, Seattle, WA, June 2005.  
GPA 3.3. Course work concentrations in Expository Writing and Mass Media Communications. Studied abroad in London, spring quarter 2002. Awarded foreign-study travel grant by the Department of English. Dean's list six quarters.

### Experience

#### Editing and Development

- Read and evaluated over 200 short fiction submissions by UW students, faculty, and staff for *Bricolage*, an undergraduate literary publication.
- Participated in weekly editorial meetings. Provided feedback and opinion on submissions under consideration by the editing staff.
- Prepared presentations on new submissions. Made recommendations to the editing staff.

#### Proofreading and Copy Editing

- Checked facts and did research for publications.
- Proofread copy and supported the production staff.
- Served as a member of the final copy-editing team of the galleys for the 2003 issue of *Bricolage*.

#### Production and Design

- Participated in design meetings.
- Contributed to the day-to-day workings of production activities.
- Frequently solicited by design editor for opinion on graphics and layout.

#### Promotion, Marketing, and Customer Service

- Served as a liaison with local bookstores
- Assisted in coordinating the annual *Bricolage* reading at Barnes and Noble Bookstore.
- Represented *Bricolage* at the 2003 Northwest Bookfest book fair in Seattle

### Work History

Editorial Staff Member	Bricolage Literary Arts Journal, UW	September 2003 - June 2004
Waitress	Costa's Restaurant, Seattle, WA	March 2002 - present
Shipping Clerk	UW Surplus Property	September 2001 - March 2002

### Computer Skills

Proficient in Word, Excel, Windows 2000; Adobe PageMaker and Illustrator; familiar with Access.

### Activities and Volunteer Work

UW Daily, contributing writer, 2001. Goodwill Literacy Project, tutor, 1999 -2001. English Department Outreach Program (to underrepresented populations in high schools), 2001 - 2002.

These are "Functional" Resumes. The emphasis is on skills.

Highlight strengths related to your target.

Choose skill headings desired in your industry and pull out experiences that demonstrate those skills.

List work experience in reverse chronological order.

## RUMI TSUCHIHASHI

3240 West Boston Street  
Seattle, WA 98195  
206-233-0000  
rumit@u.washington.edu

### Objective

Training Assistant/Coordinator position in an International or Intercultural field.

### Background Summary

Trained in interpersonal problem solving, organizational skills, and writing. Team player with experience in cross-cultural training, program coordination, and customer service. Native fluency in Japanese. Computer skills include Macintosh (Word, Excel), IBM (Word Perfect) and basic database management.

### Experience

#### Cross-cultural training

- ♦ Designed and conducted workshops on Japanese patterns of communication.
- ♦ Researched and assembled a cultural diversity information packet, as part of a training for educators.
- ♦ Conceived and conducted a successful study abroad workshop, followed by individual counseling sessions, preparing participants for logistical arrangements and cultural adjustment overseas.

#### Program coordination

- ♦ Effectively managed program participants of diverse ethnic and cultural backgrounds.
- ♦ Designed and edited monthly program calendar and newsletter, which aided internal communication.
- ♦ One program accelerated its application process by more than 50% after a complete revision of the program information packet and forms.

#### Customer Service

- ♦ Served as liaison between volunteers and clients by exercising active listening skills, successfully mediating many interpersonal conflicts and problems of miscommunication.
- ♦ Maintained regular phone and written contacts with clients, keeping detailed written documents which promoted continuity and cohesion in the service.

### Work History

Caseworker	Big Sisters of King County, Seattle, WA	2002-2004
Program Coordinator	Japan-America Society, Seattle, WA	2002
Program Coordinator/Interpreter	American Red Cross, Seattle, WA	2001
ESL Teacher's Assistant	Bellevue Cherry Crest School, Bellevue, WA	2000
Counselor/Administrative Asst.	ECC Foreign Language Institute, Everett, WA	1998

### Education

B.A., University of Washington -Seattle, WA, 2004. Intercultural Communications. Graduated cum laude. Coursework concentration in organizational and interpersonal communication, writing, and psychology.

### Other Facts

Permanent Resident status. Member, SIETAR International, Japan-America Society, American Society for Training and Development, and World Affairs Council.

## COMBINATION RESUME

Very versatile format that combines advantages of functional and chronological resumes. Good for highlighting projects and transferable experiences.

### DAVID POLITICOWSKI

5320 10<sup>th</sup> Street \* Oak Harbor, WA 98035 \* 360-755-1212  
[dpolitic@u.washington.edu](mailto:dpolitic@u.washington.edu) <http://students.washington.edu/dpolitic>

#### OBJECTIVE:

Communications or public relations position with a multimedia company that specializes in global communications.

#### QUALIFICATIONS:

##### Computer skills:

- Microsoft Word
- Constructing web page using Microsoft FrontPage
- Background knowledge in 3D applications such as Cosmo Worlds, SoftImage, Povray and Maya (version 2.5)

##### Communication:

- Coordinated with a group of interns in producing inter-active cinema project

##### Leadership:

- Student athlete involved in varsity sport activities 25-30 hours a week while attending school full time
- Member of the Executive Council, Chi Psi Fraternity
- Camp counselor and facilitator, Young Life of Gig Harbor

#### PROJECT:

Designed virtual world for collaborative cinema project that included a presentation, website, and video trailer. Utilized the 3D applications of Cosmo Worlds, Povray and Maya and conducted extensive research into each. (Fall 2004-Winter 2005)

#### EDUCATION:

**University of Washington**, Seattle Washington  
BA in Political Science June 2005. Certificate and emphasis in Political/Global Communications, GPA 3.0  
Related courses: Global Communications, Speech Communications, Economics and Computer Graphics

#### EXPERIENCE:

**Speech Communications Lab Intern**, University of Washington, Seattle, WA, April 2003-present  
**New Media Research Lab Intern**, University of Washington, Seattle, WA, January 2003-April 2003  
**Seattle Tennis Club**, Seattle, WA, June 2002-September 2002  
**Graebel Quality Movers, Inc.**, Kent, WA, June 2001-May 2002  
**Camp Instructor**, Ukraine, June 1999-July 1999

#### ACTIVITIES:

- University of Washington Varsity Football team, 2001-2004
- Member of Chi Psi Fraternity (Alpha Theta Delta), 2002-Present
- Volunteer at Franklin Elementary School, Tacoma, 2002
- Young Life of Gig Harbor and Tacoma, 1999-2001

### GINA GREEN

5342 Woodlawn Avenue, Seattle, WA 98103

206-555-1212

[ggreen@u.washington.edu](mailto:ggreen@u.washington.edu)

#### OBJECTIVE

Environmental engineering position with emphasis on water quality. Special interests in project management, field studies, and monitoring environmental regulation compliance.

#### SKILLS

**Water Quality Monitoring:** Manual and automatic flow monitoring, water quality monitoring using Conductivity-Temperature-Depth (CTD) instrument; Sample collection QAQC procedures.

**Environmental Legislation:** Local and federal environmental regulations including King County Sensitive Areas Ordinance and NPDES permitting procedures.

**Computer Experience:** FORTRAN programming, MODFLOW groundwater flow and solute transport model and other modeling applications; Excel 5.0.

**Writing Skills:** Project proposals, technical reports, and specifications.

**French Fluency:** Spent 1999-2000 in Lyon, France taking civil engineering classes in French.

#### REPRESENTATIVE PROJECTS

**Urban Stormwater Runoff Monitoring and Policy Analysis, Research and Thesis Focus, City of Bellevue and the University of Washington**

Water quality oversight for the Lakemont Boulevard construction project in Bellevue. Extensive analysis of water quality regulations and permit requirements, development of a stormwater monitoring plan and compilation and analysis of baseline data.

**Water Quality Monitoring, Sitcum Waterway Remediation Project, Commencement Bay, Tacoma, WA**

Performed water quality monitoring, interpreted specifications, completed daily reports recording any exceedances, coordinated with the EPA and the Port of Tacoma and analyzed acquired data.

**Bridge Inspection and Design, USDA Forest Service**

Inspected bridges, assisted with the design of a concrete bridge, and inspected Contractor's work on construction of concrete bridge in Packwood, WA.

**Drainage Studies, Moffatt, Nichol and Bonney, Inc.**

Assisted design team with taxiway improvements at Portland Airport. Conducted drainage studies.

#### EXPERIENCE

City of Bellevue Department of Transportation, **Research Assistant**, October 2002 to present.

Sanders and Associates, Inc., **Environmental Engineer**, June, 2002 to October 2002.

National Forest Service, **Civil Engineering Technician**, Summer 1999.

Moffatt, Nichol and Bonney Consultants, Inc., **Civil Engineering Intern**, Summer 1998.

#### EDUCATION

**Masters of Science**, Environmental Engineering, University of Washington, December 2003

**Bachelor of Science**, Civil Engineering, Washington University, St. Louis, MO, May, 2001

l'Institut National des Sciences Appliqués, Lyon, France, 1999-2000

#### HONORS AND AWARDS

**Henry L. Gray Fellowship**, University of Washington, 2002-2003 academic year

**Society of Women Engineers Scholar**, Washington University, 1997-2000

**Dean of Engineering Honorary Scholar**, Washington University, 1997-2000

## STANDARD RESUME

Scannable resumes are requested by companies that receive a high volume of resumes. Your resume is entered or scanned into a computer database. Employers do key word searches of the database to find matches with resumes.

## SCANNABLE RESUME

<b>Ngoc-Anh Nguyen</b>		NGOC-ANH NGUYEN 4000 185th Street SW Lynnwood, WA 98037 206-670-1000 nanguyen@u.washington.edu
4000 185th Street SW Lynnwood, WA 98037		206-670-1000 nanguyen@u.washington.edu
<b>Objective</b>	Research assistant or lab technician position	<b>OBJECTIVE</b> Research assistant or lab technician position
<b>Education</b>	<b>University of Washington</b> , Seattle, WA Bachelor of Science in Biochemistry, August 2005 Bachelor of Science in Chemistry, August 2005	<b>EDUCATION</b> University of Washington, Seattle, WA Bachelor of Science in Biochemistry, August 2005 Bachelor of Science in Chemistry, August 2005
<b>Lab Skills</b>	<b>Proficient with:</b> DNA cloning, PCR Southern blot Western blot Cell cultivation and counting Protein synthesis-purification	<b>Familiar with:</b> Enzyme assaying Reagent preparation Spectrophotometric/potentiometric analyses NMR, MS, IR Acid-base titration
<b>Research Experience</b>	<b>Research Assistant</b> , University of Washington, Seattle, WA January 2003-March 2004 · Entered data in computer from photoelectric experiment · Related data to excitation of electrons of different metals	<b>KEY QUALIFICATIONS</b> DNA cloning, PCR, Southern blot, Western blot, cell cultivation and counting, protein synthesis-purification, enzyme assaying, reagent preparation, spectrophotometric and potentiometric analyses, NMR, MS, IR, acid-base titration, research, leadership, team work, coordination, problem solving, critical thinking, analysis, electronics equipment, cultural awareness, dedication, precise, accurate, adaptable, proficient, resourceful, excellent communicator, report writer, quick learner, quality assurance, trainer, medical terminology, scientific method, Microsoft Access, Excel, Word, Project Manager, Office
<b>Work History</b>	<b>Chemistry Tutor</b> , Instructional Center, UW, Seattle, WA January 2002-present · Tutor Educational Opportunity Program (EOP) students · Train new tutors in teaching concepts of chemistry · Develop skills in working with a diverse population of students	<b>RESEARCH EXPERIENCE</b> Research Assistant, University of Washington, Seattle, WA, January 2003-March 2004 Entered data in computer from photoelectric experiment Related data to excitation of electrons of different metals
	<b>Electronics Assembler</b> , John Fluke Company, Everett, WA June 1999-September 1999, June 2000-September 2000 · Operated a robot in parts assembly line · Tested voltmeter for quality control	<b>WORK HISTORY</b> Chemistry Tutor, Instructional Center, UW, Seattle, WA, January 2002-present Tutor Educational Opportunity Program (EOP) students Train new tutors in teaching concepts of chemistry Develop skills in working with a diverse population of students
<b>Volunteer Work</b>	<b>Refugee Women's Alliance (ReWA)</b> , Seattle, WA January 2002-present · Teach English to Southeast Asian refugee women	<b>Electronic Assembler</b> , John Fluke Company, Everett, WA June 1999-September 1999, June 2000-September 2000 Operated a robot in parts assembly line Tested voltmeter for quality control
	<b>University of Washington Medical Center</b> , Seattle, WA January 2000-June 2002 · Assisted neurosurgery resident in clinical neurosurgical research by conducting literature research, reviewing angiograms, MRIs, and CT scans to determine presence of aneurysms in epileptic patients	<b>VOLUNTEER WORK</b> Refugee Women's Alliance (ReWA), Seattle, WA, January 2002-present Teach English to Southeast Asian refugee women
<b>Activities</b>	<b>Vietnamese Student Association</b> , University of Washington President, September 2003-present Vice-President, September 2002-June 2003 Treasurer, September 2001-June 2002	<b>ACTIVITIES</b> Vietnamese Student Association, University of Washington President, September 2003-present Vice-President, September 2002-June 2003 Treasurer, September 2001-June 2002

**Stack the heading - one line for each part of the address, phone, e-mail.**

**Use nouns as key words - can list in a key word section.**

**Keep design simple. Avoid graphics, underlines, italics, bullets, too much boldface.**

**Mail in large 8.5 x 11 envelope.**

# E-MAIL COVER LETTER AND RESUME

Don't submit your resume as an attachment unless the employer indicates that they accept them. (And include your resume in the e-mail message in any case)

**From:** [Matt Suzuki](#)  
**To:** [Jeff Sasaki](#)  
**Sent:** Thursday, August 16, 2004 4:15 PM  
**Subject:** Matt Suzuki - Resume: Financial Systems Specialist  
**Attachment:** Matt Suzuki Resume and Cover Letter.doc (19.5KB)

A cover letter shows your writing ability and allows you to make a case for why you are a match for the job. Keep it brief - one computer screen in length.

Dear Mr. Sasaki,  
I learned of the Financial Systems Specialist position with Wells Fargo Bank through the Center for Career Services at the University of Washington and I am very interested in applying for this position. I have nine months experience as a financial systems intern and six months as a computer lab consultant. I do well with managing multiple tasks and have performed in leadership positions throughout my college studies. I am very excited about utilizing these strengths and my knowledge of information systems and accounting at Wells Fargo. My resume is included below and attached in Word 2000 for your review. I look forward to discussing further with you how my background and qualifications might fit with your company.

Sincerely,  
Matt Suzuki

\*\*\*\*\*

MATT SUZUKI  
3619 NE 88th Street  
Seattle, WA 98125  
(206) 525-8330  
[msuzuki@u.washington.edu](mailto:msuzuki@u.washington.edu)

To create an e-mail resume, save it as a text file in a word processing program or use a text editor such as Microsoft's Notepad or Apple Macintosh's Simple Text. Copy it into the body of your e-mail message.

**OBJECTIVE:** A career in the field of Information Systems and Accounting

Use full left margin. No tabs.

**EDUCATION:**  
University of Washington, Seattle, WA  
Bachelor of Arts in Information Systems and Accounting, March 2004  
GPA: Overall 3.34, Information Systems 3.35, Accounting 3.15

North Seattle Community College, Seattle, WA (9/99-8/01)  
Pre-Business Emphasis, 90 credits, GPA: Overall 3.45

**COMPUTER SKILLS:**  
Operating Systems: Windows, Macintosh, Unix (Working knowledge)  
Applications: AutoCAD, WordPerfect, MS-Access, Excel, Word, Publisher  
Languages: Visual Basic, Access Basic, HTML

Limit each line to 64-70 characters. Most e-mail programs wrap text around at about 72 characters. Any line longer than that will be cut off and dropped down to the next line.

**EXPERIENCE:**  
**FINANCIAL SYSTEMS INTERN** — QWEST, Seattle, WA (9/02-6/03)  
\* Developed a document locator application for the Corporate Tax Office  
\* Designed and coded the application using MS-Visual Basic and Access  
\* Trained 30 office staff in use of the program and maintaining the database

**COMPUTER LAB CONSULTANT** — University of Washington (9/02-3/03)  
\* Assisted students and faculty in use of personal computers and applications  
\* Responded to questions regarding the use of computer applications  
\* Performed basic hardware and software repairs

**ACTIVITIES:**  
Vice President — UW Business Information Technology Society (BITS)  
Researcher — UW Business School's World Wide Web Development Team  
Organizer — UW Business Student Orientation Committee  
Mentor and Volunteer — UW DO-IT Program

Test your resume format by sending it to yourself first, and to a friend in another e-mail system.

**AWARDS:**  
Outstanding Student Award, Dept. of Accounting, UW (2000-2001)  
"I Make a Difference" Award, QWEST (June 2002)