

Middle Tennessee State University

# STUDENT GUIDE TO THE **PROFESSIONAL** **RESUME**

**BRANDING** DYNAMIC SKILLS **TARGETED** CONCISE DESIGN

**ACTION WORDS** QUANTIFY  
**RESULTS** CONSISTENT PROFESSIONAL HIRING AUDIENCE PROOFED FORMAT

Career Development Center

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# Introduction to the Professional Resume

A well-crafted, professional resume will open many doors and give you the best possible chance for getting an interview. Once you land the interview, then it's up to you to land the job. So, resumes don't get you the job, but they are a critical element of the job search that leads to an offer.

The staff at the Career Development Center at MTSU builds hundreds of resumes each year and also trains for resume writing by reviewing thousands of resumes written by professional resume writers. We also listen to feedback from recruiters and hiring managers. Although you'll find that just about everyone has a different opinion on how to write a resume, our goal is to help you create your own resume based on core principles so that you'll have a professional resume throughout the course of your career.

So what exactly is a resume anyway? Let's start with a basic definition. When you think about it, a resume is actually a marketing document that highlights your unique knowledge, skills, education, experience and achievements that meet your target audience's needs.

## **A well-crafted resume will accomplish several key outcomes for you:**

1. Highlight who you are and demonstrate how you can meet your hiring audience's needs in simple yet dynamic language.
2. Create interest from an employer to offer you an interview.
3. Communicate your brand or what your competitive advantage is compared to other candidates.
4. Demonstrate motivation and professionalism through commitment to creating a high quality marketing tool.
5. Create a structure to help prepare you and the hiring manager for the interview.

## **Are there other applications where a professional resume is important? Yes!**

1. Applications for graduate or professional school, fellowships, scholarships, proposals, grants and other academic merit awards.
2. Promotions or other performance based programs with your current employer.
3. Appointments to boards, panels and committees.

## **Three key elements that you will need to master in crafting a professional resume are:**

1. **Content:** The actual word choice and phrasing should be concise yet descriptive and speak to the needs of your targeted hiring audience.
2. **Format:** How the information is structured or organized to best present your content.
3. **Design:** These elements include font type, font size, color, underline, bold or italic script, use of white space, graphics, and other tools outside of content.

## Step 1 | Complete a Career Profile

The idea of a career profile is to gather as much content as possible for use in crafting your resume. Don't worry with any format/design concerns and don't focus on your word choice for now. Just work on collecting as much factual information about yourself as possible.

### 1.1 | Contact Information

**Name** (as it will appear on the resume): \_\_\_\_\_

**Mailing Address** (Street and Number): \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**E-mail Address** (needs to be professional): \_\_\_\_\_

**Phone Number** (needs to have some type of voice mail): \_\_\_\_\_

### 1.2 | Branding Section

**Career/Education Summary** (Usually 3-5 sentences or bullet statements that show core areas of expertise, indicate a career direction, and begin to describe unique qualifications that meet your hiring audience's needs. Start by reviewing 3-5 job postings that interest you and then highlight the core areas of expertise you have that are required by these jobs. Use these terms as a foundation for your branding section):

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**Key Skills/Knowledge/Expertise** (Again, using real job listings, develop a list of key terms of additional skills, knowledge, and/or expertise that fit your career goals and direction. Shoot for a list of 9-15 items):

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### 1.3 | Education Credentials

**Exact Degree Title:** \_\_\_\_\_

**Exact Major(s):** \_\_\_\_\_ **Exact Minor(s):** \_\_\_\_\_

**Projected Date of Graduation:** \_\_\_\_\_

**Cumulative GPA:** \_\_\_\_\_ **Major GPA:** \_\_\_\_\_

**Achievements** (Honors, Awards, Scholarships, Research): \_\_\_\_\_

**Leadership/Activities** (Leadership roles, Activities, Significant Projects): \_\_\_\_\_

**Study Abroad/Fellowship/Internships:** \_\_\_\_\_

**Most Relevant Coursework** (9-15 courses): \_\_\_\_\_

**Licenses/Certifications/Training:** \_\_\_\_\_

\*repeat above as needed for additional degrees

## 1.4 | Work Experience

For each position, first think of your duties and responsibilities. Then, begin to list your skills and the results you achieved with the group or organization. The more you can focus on skills and results, the more effective your experience section will be. Also, stay focused on your hiring audience's needs.

**Company Name:** \_\_\_\_\_

**Company Location:** \_\_\_\_\_

**Brief Description of Company** (Size, Industry, Products/Services): \_\_\_\_\_

**Job Title and Location:** \_\_\_\_\_

**Dates of Employment:** \_\_\_\_\_

**Description** (Describe your role in one to two sentences): \_\_\_\_\_

**Accomplishments** (List your accomplishments. Focus on the skills you used, the results you achieved, and any projects you completed along with key problems you solved. Ask yourself if you did anything to increase revenue, reduce expenses, or make anything more efficient. Were you commended for doing anything well? Take a look at any annual performance reviews for positive feedback about your results.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Company Location:** \_\_\_\_\_

**Brief Description of Company** (Size, Industry, Products/Services): \_\_\_\_\_

**Job Title and Location:** \_\_\_\_\_

**Dates of Employment:** \_\_\_\_\_

**Description** (Describe your role in one to two sentences): \_\_\_\_\_

**Accomplishments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Company Location:** \_\_\_\_\_

**Brief Description of Company** (Size, Industry, Products/Services): \_\_\_\_\_

**Job Title and Location:** \_\_\_\_\_

**Dates of Employment:** \_\_\_\_\_

**Description** (Describe your role in one to two sentences): \_\_\_\_\_

**Accomplishments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*repeat above for each position

## Step 2 | Build your Document Structure: Format and Design

### Format

Take a look at the principles below to give your document effective format and design. Format has to do with the way your information is organized, while design deals with the many elements that will give your resume visual appeal. Format and design choices should be intentional and speak to your hiring audience. We like to use the word principles rather than rules because resume writing is a subjective process and many opinions exist. Our advice is to always consider your hiring audience first and then utilize resume guides for tips and examples of how the professional resume is created.

#### **Principle #1 - Resume length.**

Consider limiting your resume to one page if you can describe your relevant and persuasive content within that frame. If you have a lot of content or you're a seasoned professional with years of experience, you may need more than one page. What you don't want is a partial page as this communicates an inability to be concise or that you lack content.

#### **Principle #2 - Eye catching name and contact information.**

You want your name and contact information to get your readers' attention and be easy to read. However, try to avoid using large graphics, photos, and gaudy font color.

#### **Principle #3 - Start your resume with a branding section.**

A branding section should come after your name and contact section. The focus should be on how you meet your hiring audience's needs in dynamic and concise language. The top third of your first page is critical in getting your reader's attention and encouraging them to read the rest of your resume. There are many ways to construct a branding section but a proven method is to include a narrative summary of your career/preparation and a list of core competencies/knowledge/skills.

#### **Principle #4 - Follow your branding section with an education section.**

For an upcoming graduate or recent graduate, it's best to follow your branding with education rather than experience. Even if you have significant experience, listing the education section first gives context to your present status.

#### **Principle #5 - For experience use a reverse chronological format.**

For the vast majority of resumes, an experience section listed in reverse chronological format will work best. You may choose to have two experience sections, one with related experience that highlights your relevant skills and accomplishments. The second experience section will show additional employment history that may not be as relevant.

Other sections you might include in your format:

1. Research
2. Internships
3. Volunteer Work
4. Leadership
5. Laboratory Skills
6. Publications
7. Professional Memberships
8. Presentations

# Design Elements

Design can give your resume instant visual appeal and is critical in getting your readers' attention. Design includes a cohesive strategy that seeks to maximize the use of font size and type, borders, margins, color, headings, white space, graphics, shading and other elements. All the design choices are in service of your hiring audience's preferences. So, consider the industry, company culture, and type of position you're targeting.


## Principle #1 - Define your container first.

We suggest you define your document margins to be ½ inch to no more than ¾ of an inch all around the document with even borders. The reason is that you will need plenty of space to add content that is specific enough to be meaningful and not feel too crowded or text heavy. Many resumes with wide margins often have bullet statements that are too short or general and simply do not add any value for the hiring audience in terms of specific skills or results.

## Principle #2 - Select a font and font size.

For the main body of your resume, you will want to use a sans-serif font. These fonts are easier to read on a computer monitor or tablet device where your resume will likely be read first. You might consider a serif font for your name or headings but keep in mind that some fonts don't work well together and that certain fonts may not fit the message you're communicating to your audience.

Start with a font size of 11 point for your main body and 16-24 point for you name. Be careful not to use too many font sizes which will give your resume a cluttered look.

 **Insider Tip:** You can choose from thousands of fonts. Just remember to save your final resume file as a document file and also as a PDF before submitting your resume. Always submit the PDF version of your resume unless directed otherwise. Saving as a PDF "bakes" the fonts you use into the document so it doesn't matter if the recipient has those fonts on their machine or not.

## 2.1 | Suggested fonts

### Sans Serif:

Calibri  
Arial  
Lucida Sans  
Trebuchet  
Tahoma  
Myriad Pro (Mac Native)

### Serif Font:

Garamond  
Georgia  
Book Antiqua  
Century Schoolbook  
Palatino  
Minion Pro (Mac Native)

## Principle #3 - Use color effectively.

When deciding whether to use color or not, you should first think about the position, company and industry. Consider the world we now live in with graphics, color, photos and videos. This is a very visually rich environment and black text on a white background has considerably less visual appeal. Think about using color for your name, headings and bullet symbols as a subtle way to add visual interest without overwhelming the content.

### 3 Samples to Consider:

1. RGB= 32, 73, 125 Blue (Conservative, Calming, Stability)
2. RGB= 55, 121, 52 Green (Growth, Environment, Freshness)
3. RGB= 148, 54, 52 Red (Energy, Excitement, Risk)

 **Insider Tip:** In Word, from the "Home" tab, click the "Font Color" drop down tab and choose "More Colors". From there, choose "Custom Colors" and enter the RGB values.

**Principle #4 - Use white space.**

Make sure you use white space effectively to enhance the readability of your document. Ample white space between sections will keep your resume from looking too text heavy and crowded. White space allows your reader the visual space to pause and process your information. Too much white space will give the impression that you're lacking in related skills and experience.

**Principle #5 - Apply style to your text in a consistent manner.**

Use bold, underlined, or italicized fonts and indent your text in consistent ways to add emphasis and improve the readability of your resume. All caps, horizontal lines, borders and tables can also be used to highlight your content.

**Principle #6 - Use bullet point symbols.**

Bullet symbols are a great way to highlight content in your resume such as achievements or other items that might be in a short list. You don't want all of your text to be bulleted though as this will diminish the effect and the resume will lose readability and sense of flow. You can use the "bullet" drop down box in the Paragraph tab in Word to help keep your use of bullets consistent. Additionally, you can choose to use the "Wingdings" font to use other bullets and manually manage your spacing.

- ◆ Diamond Bullet
- Box Bullet
- ❖ Diamond Dot Bullet
- Circle Bullet

**Principle #7 - Avoid Widow and Orphan Lines.**

Although you will not have large blocks of text, you still want to eliminate any widow or orphan lines on your resume. In the typesetting and publishing world, a widow line is a line of text at the end of a paragraph that begins on a new column or new page. An orphan line occurs when the beginning of a paragraph appears on one column or page with the rest of the paragraph on a separate page. Although you won't likely have multiple text columns on your resume, the same principle applies. You don't want to have one-word or two-word lines because this wastes valuable space on your resume that you need to be using for relevant and persuasive information. Consider reworking your text so that you're not wasting valuable space.




## Step 3 | Develop Your Content

### Principle #1 - Create an effective branding section.

The modern professional resume includes a branding section rather than an objective statement. This is the most important section of the resume and, unfortunately, is usually the most difficult to write. A well-written branding section includes a narrative summary of your career that describes your core areas of knowledge, skill and expertise. The branding section also includes a listing of knowledge, skills and expertise that focuses the hiring audience on some of the key reasons you meet their needs. Branding sections usually don't need a heading and may or may not use a branding title.

The difference between a branding section and its predecessor, the objective statement, is that the branding section focuses more on how you meet the employer's needs and the objective statement was more about you and your career goals. Objective statements also lacked substance and failed to describe specific knowledge and skills that are relevant to the hiring audience.

 **Insider Tip:** If you're struggling to put your branding section in to words, do a quick search and print 5 current job postings that fit your interests. Then highlight the skills/knowledge/expertise that you have that match the needs of the job postings. Make sure you work these qualities into your branding section.

### 3.1 | Sample Branding Sections

Sample #1

## SOFTWARE ENGINEER/PROGRAMMER

C++, Perl, Object Oriented Design/Development, Windows, Unix

Information systems graduate with four years of programming and application development experience. Skilled in creating error-free programs and identifying and solving system problems. Software design and development in C++, C, Java, Perl, and PHP in Windows, UNIX and Linux.

Core Strengths:

- ◆ System Analysis and Design
- ◆ Program Logic Development
- ◆ Database Design
- ◆ Web Design and Development
- ◆ User Training
- ◆ Software Testing

Sample #2

## COMMUNICATIONS SPECIALIST

A self-motivated communicator who energizes teams and organizations to achieve positive public relations using effective interpersonal communication skills, project management skills, and social media outreach strategies. Strengthens client relationships through blogging, special event promotions, and engagement on Facebook, Twitter and Instagram.

### SKILLS AND TECHNICAL PROFICIENCIES

- Microsoft Office and Publisher
- Basic HTML skills
- Press Releases
- Emma marketing program
- AP writing style
- Event Planning
- Final Cut Pro video editing
- Public Speaking
- Photoshop

**Principle #2 - Fully develop your academic content.**

If you're an upcoming or recent college graduate you may not have a substantial body of work experience to highlight. If that's the case, focus on developing your educational content as much as possible.

- ♦ Include your GPA if it is 3.0 or higher
- ♦ List scholarships, awards and academic achievements
- ♦ List research and presentations
- ♦ Include campus leadership and involvement
- ♦ Include study abroad experiences
- ♦ Include a table (usually 3x3 items or longer) of related courses

Make sure you have your exact degree title, major, minor and concentration (if applicable) listed correctly. If you have extensive content in one or more areas under your education section, you may need to create a separate section for that content.

**Principle #3 - Develop content for your experience section.**

Write your experience section with the focus on skills used and results achieved rather than just listing duties. Make sure you're being descriptive when conveying the results you achieved or projects to which you contributed. Quantify whenever possible.

Ask yourself these questions:

- ♦ What problems did you solve?
- ♦ What revenue did you generate?
- ♦ What expenses did you reduce?
- ♦ What projects did you complete?
- ♦ Did you make any improvements to operations?
- ♦ Did you develop new ideas that were successfully implemented?
- ♦ What were you commended for doing well?

There is a definite art to writing effective content about your previous experience. It needs to be dynamic, results-focused and descriptive enough while still being efficient.

If you have space, you might include a one-line or two-line description of the employer and a one-line or two-line description of your role at the company. This approach will help you focus on skills and results for your bullet points.

**Principle #4 - Write with dynamic rather than passive language.**

Avoid phrases that are focused on duties and use more dynamic action verbs to describe your experience.

**Passive**

Responsible for  
Duties included

**Dynamic Action Words**

Planned and implemented  
Designed and launched

**Principle #5 - Quantify when possible.**

Use any numbers or metrics you can to show your performance and results.

Sales, profits, expense reduction?      Percentage increase in measurable?      Performance goals met?  
Comparison to peers or competitors?      Project outcomes and timelines?      Annual review metrics?

250+ Key verbs you can use to add more dynamic language to your resume and career correspondence

3.2 | Key Verbs

Accelerate	Accomplish	Achieve	Acquire
Advance	Advise	Advocate	Align
Alter	Analyze	Anchor	Appraised
Approved	Architect	Arrange	Arbitrate
Articulate	Assess	Audit	Augment
Author	Balance	Back	Brainstorm
Brief	Budget	Capitalize	Centralize
Chair	Champion	Change	Charter
Coach	Collaborate	Compel	Compose
Consolidate	Construct	Consult	Continue
Contract	Convert	Coordinate	Counsel
Craft	Critique	Cut	Define
Deliver	Delegate	Design	Detect
Determine	Develop	Devise	Diagnose
Direct	Discern	Discover	Dispense
Display	Distinguish	Distribute	Diversify
Double	Downsize	Draft	Drive
Edit	Educate	Effect	Eliminate
Enable	Enact	Encourage	Endeavor
Endorse	Energize	Enforce	Engineer
Enhance	Enliven	Entrench	Equalize
Establish	Evaluate	Examine	Exceed
Execute	Exhibit	Expand	Expedite
Export	Extricate	Facilitate	Fashion
Finance	Focus	Formalize	Formulate
Foster	Fund	Further	Gain
Generate	Guide	Halt	Handle
Head	Help	Hire	Honor
Identify	Illustrate	Implement	Improve
Increase	Influence	Inform	Initiate
Innovate	Inspect	Install	Institute
Instruct	Intensify	Interview	Introduce
Inventory	Investigate	Judge	Justify

### 3.2 | Key Verbs

Launch	Lead	Leverage	Liaise
License	Listen	Locate	Lower
Maintain	Manage	Map	Market
Master	Maximize	Measure	Merge
Minimize	Model	Modify	Monetize
Motivate	Navigate	Negotiate	Network
Nourish	Obtain	Observe	Operate
Orchestrate	Organize	Optimize	Orient
Outsource	Overcome	Overhaul	Perceive
Perfect	Perform	Persuade	Pinpoint
Pioneer	Plan	Position	Predict
Prepare	Present	Process	Produce
Program	Promote	Propel	Propose
Prospect	Provide	Publish	Purchase
Qualify	Quantify	Question	Rate
Ratify	Rebuild	Receive	Recognize
Reconcile	Record	Recruit	Recycle
Redesign	Reduce	Reengineer	Regain
Regulate	Rejuvenate	Render	Renew
Renovate	Report	Reposition	Represent
Restructure	Retrieve	Revise	Revitalize
Save	Schedule	Screen	Serve
Settle	Shape	Shepherd	Slash
Solidify	Spark	Speak	Start
Stimulate	Streamline	Strategize	Structure
Succeed	Suggest	Summarize	Supervise
Supplement	Synthesize	Target	Teach
Test	Total	Track	Train
Translate	Troubleshoot	Unify	Upgrade
Upsize	Use	Validate	Verify
Watch	Win	Work	Write

## Step 4 | Final Review and Conversion to Web Ready Format

### Principle #1 - Proofread by multiple people.

Find two or three people and have them review your resume before you send the final version to an employer or contact. Have them critique your content for effectiveness. Also look at the details of spelling, grammar, punctuation and the consistency and appeal of the format/design.

#### 4.1 | Final Checklist for Resume Quality

- Is your resume visually appealing and easily readable in just a few seconds on the first pass?
- Are you clearly communicating who you are and your core skills relative to your hiring audience's needs?
- Review actual job postings of interest one more time.
- Is there any important content that's missing?
- Is there any content that needs to be deleted or reorganized?
- Is the design consistent and the format well-organized?
- Is the Experience section focused on skills and results rather than job duties?
- Is the resume specific and descriptive while still being concise?

### Principle #2 - Save two copies, a Word document and a PDF.

Save your final copy as a Word document but do not submit this to an employer or contact unless specifically requested to do so. Instead, save another copy as a PDF file. This will eliminate most compatibility issues across platforms and applications. Additionally, this allows you more fonts to work with since the PDF saves the fonts to the file, which means that your reader's computer or tablet does not have to have those fonts in order to be viewed as you intended.

### Principle #3 - Create a text only resume for submission to web based applications.

Many job listing databases and company applications are now available on the Web, which is great. However, when you submit your resume in whole or part to a text box on the Web, you'll need to have a "text only" resume ready to go. This means that all your hard work on the design elements of your resume will now be stripped out!

Follow these steps and you'll be ready to cut and paste your text resume to online databases quickly and efficiently.

1. Open the final version of your Word document file. "Select All" then choose the "Copy" command.
2. Open Notepad on your PC or TextEdit on your Mac. Then choose the "Paste" command.
3. Review the resume and remove any unusual characters and fix spacing and format problems.
4. Add blank lines to improve the readability.
5. Use keyboard characters to deliver "text only" formatting. This might mean ALL CAPS for headings or using characters like \*\*\*, (\_\_\_), >, <, #, +, ^ to help highlight your content.
6. Save this "text only" version of your resume and have 2-3 people proofread for you.

For individual assistance with your resume, contact the  
 MTSU Career Development Center Peer Career Advisors at [pca@mtsu.edu](mailto:pca@mtsu.edu) .

# Mollie Elise Ayers

1111 Greenland Drive Apt C12 • Murfreesboro, TN 37130 • mollie@gmail.com • (615) 123-4567

## COMMUNICATIONS SPECIALIST

A self-motivated communicator who energizes teams and organizations to achieve positive public relations using effective interpersonal communication skills, project management skills, and social media outreach strategies. Strengthens client relationships through blogging, special event promotions, and engagement on Facebook, Twitter and Instagram.

## SKILLS AND TECHNICAL PROFICIENCIES

- Microsoft Office and Publisher
- Emma marketing program
- Final Cut Pro video editing
- Basic HTML skills
- AP writing style
- Public Speaking
- Press Releases
- Event Planning
- Photoshop

## EDUCATION

### Middle Tennessee State University

#### Bachelor of Science in Organizational Communications

Minor in Marketing

December 2014

Murfreesboro, TN

GPA: 3.52/4.0

### EXL (Experiential Learning) Scholar

(EXL) Organizational Communication in Communities

*Group Leader*

- Assisted nonprofit *VSA Tennessee* with a Legal Speakeasy event held in March 2013 that raised over \$7,000
- Led a group of eight other classmates in decorating, fundraising, advertising, and running the event

(EXL) Interpersonal Communications

*Communications Research Project, 2013*

- "How the Event Planning Industry Operates Through Communication". Poster presented to the Tennessee Communication Association Annual Conference at Embassy Suites Convention Center in Murfreesboro, TN.

## WORK EXPERIENCE

### Career Development Center, Middle Tennessee State University

May 2012-Present

*Communications Intern*

Murfreesboro, TN

- Manage and create content for all social media accounts, including Facebook, Twitter, and WordPress blog
  - 70% increase in Twitter followers and 30% increase in Facebook likes
- Collaborate with Assistant Director and Peer Career Advisors to develop an effective social media marketing team
- Designed Peer Career Advisor Training Manual using Photoshop skills
- Compose and analyze monthly newsletters and occasional surveys through Emma Marketing e-mail system
- Coordinate with Marketing Supervisor and Graphic Design Intern to create content for website

### American Diabetes Association

May 2013-August 2013

*Special Events Intern*

Nashville, TN

- Assisted ADA employees with six summer events by making connections with vendors for the events, helping with logistics of the events, and organizing and facilitating several silent auctions

### Nashville Career Advancement Center

January 2011-July 2011

*Metro Summer Internship Program Assistant*

Nashville, TN

- Supported NCAC employees with logistical aspects of the Metropolitan Summer Internship Program
- Filmed and edited a 10 minute video that demonstrated the benefits of the program to show at closing ceremony to Metropolitan Government employees

## AWARDS/PROFESSIONAL AFFILIATIONS

- MTSU Ambassador for VSA Tennessee
  - MTSU Relay for Life Fundraising Subcommittee
  - Dean's List
  - National Society of Leadership and Success
  - Provost Scholarship
- August 2013-present  
February 2013-May 2013  
December 2012-present  
December 2012-present  
August 2011-present

# David H. Gainer

4405 Highway 1 PO Box VVV | Hometown, TN 31111 | 615-123-4567 | student.name@gmail.com

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## PROFILE

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- ✓ **United States Fulbright Scholar to Spain and entry-level Biochemist.** Uses key strengths in strategic thinking and idea generation to resolve unanswered questions about the mechanisms, prevention, and treatment of disease and healthcare delivery. Experience includes 2 years of undergraduate research in synthesis, peptidomimetics, Hepatitis C Virus, and basic pharmacophore design.
- ✓ **Strong Leader and future Medical Student.** Encourages a team-oriented approach to health maintenance and disease prevention in the individual patient, as well as both the immediate and global communities using multidisciplinary experience in Leadership Studies and over 3 months of full culture immersion experience.
- ✓ **Experienced Promoter for International Education.** Utilize skills in public speaking and presentation design to create workshops covering study abroad and international education, cross-cultural communication, and how to present skills acquired from global experiences in the job market. Articles featured in *MTSU Honor's Edition* and spotlighted in national study abroad program catalogs.

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## EDUCATION

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### Middle Tennessee State University Honors College

*Bachelor of Science in Biochemistry*

*Bachelor of Arts in Foreign Language*

- Thesis: "Synthesis of Peptidomimetic Inhibitor of Hepatitis C Virus (HCV) NS3-4a Protease with Cyclopropyl Core."
- University Honors College Graduate with magna cum laude distinction.
- Pre-medical and Spanish Language Concentrations.
- Minors in Business Administration and Leadership Studies.

▪ Phi Kappa Phi and Omicron Delta Kappa national honor societies.

▪ Selected as 1 of 6 Paul W. Martin Sr. Honors Scholarship recipients out of total Honors student body.

*Murfreesboro, TN*

*Cumulative GPA 3.78/4.00, May 2012*

*May 2012*

*May 2010-Present*

*2009-2011*

### Pontifical Catholic University of Valparaíso

*Study abroad and cultural immersion experience*

- Acquired **written and spoken Spanish proficiency**, and skills in cultural responsiveness, adaptation, and cross-culture communication.

*Valparaíso, Chile*

*May 2010 - Aug 2010*

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## RESEARCH EXPERIENCE

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### Graduate Fulbright Fellow in Computational Biology

*Institute for Research in Biomedicine*

- Selected as 1 of 26 post-baccalaureate research fellowship recipients in the United States.
- Research effects of synthetic, non-natural cytosines when inserted into DNA on DNA, chromatin structure, and protein-protein interactions.
- Utilize various molecular modeling programs such as VMD and NAMD to characterize molecular dynamic interactions

*Barcelona, Spain*

*September 2012- Present*

### Research Assistant, Drug Design and Synthesis

*Middle Tennessee State University*

- Presented poster at ACS national meeting in March 2012 San Diego, CA.
- 1<sup>st</sup> place poster at Tennessee Academy of Science 121<sup>st</sup> annual meeting October 2011.
- Listed as author on "Three Step Synthesis of Cyclopropyl Peptidomimetics," *Org. Lett.*, 2011, 13 (18), pp 4879–4881.
- 1<sup>st</sup> place undergraduate poster for College of Basic and Applied Sciences at 2011 MTSU Scholar's Day.

*Murfreesboro, TN*

*Aug 2010 - May 2012*

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## LABORATORY SKILLS AND TECHNIQUES

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NMR Spectroscopy  
HPLC  
Optical Rotation  
Flash Column Chromatography

Thin Layer Chromatography  
Gas Chromatography/ Mass  
Spectroscopy  
Gel Electrophoresis

Western Blotting  
PCR Analysis  
Microscopy  
Immunofluorescence Assay

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**ADDITIONAL EXPERIENCE**


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**Peer Career Advisor/Intern** *Murfreesboro, TN*  
**MTSU Career Development Center** *Aug 2011-June 2012*

- Collaborate in team of 5 to critique resumes for all Colleges and advise students during walk-in hours.
- Develop public relations and marketing campaigns for Career Development Center including monthly newsletter features.
- Present Career Development topics such as interview skills and resume writing to classrooms and student organizations.

**MTSU Global Ambassador Intern** *Murfreesboro, TN*  
**International Studies Abroad (ISA), Inc.** *Jan 2011 – May 2012*

- Promoted international education with interactive and informative presentations and other student engagement campaigns to campus of over 24,000 students.
- Featured in 2011-2012 ISA national program catalogs as Student Spotlight for programs in Chile.
- Recognized as Outstanding Student of the Year in International Affairs for being the most globally minded student citizen.

**Tutor and Mentor** *Murfreesboro, TN*  
**MTSU Student Athlete Enhancement Center** *Feb 2009 – May 2011*

- Gained skills in interpersonal communication through teaching study techniques and time management to at-risk students.
- Assisted over 40 student athletes with additional instruction in general education, natural sciences, business and Spanish.
- Consistently have had students improve by 3 letter grades within a single semester.

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**LEADERSHIP STUDIES AND INVOLVEMENTS**


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Leadership Development program that utilizes an interdisciplinary curriculum of leadership theory and experiential learning to cultivate outstanding leaders possessing knowledge and skills who promote success in both individual and group environments.

**SELECTED COURSEWORK AND AREAS OF EXPERTISE**

Interpersonal & Organizational Communication Conflict Resolution	Cross-Cultural Communication Strategic Thinking & Planning Idea Generation & Achieving	Goal Setting & Achieving Team Building Management Organizational Structure
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**MTSU Charter Member** *Murfreesboro, TN*  
**Omicron Delta Kappa National Leadership Honors Society** *Aug 2009- May 2012*

- Contributed to key service activities and recruitment endeavors to cultivate initial leader group image to obtain University Charter and establish the Chapter.

**Natural Sciences Editor** *Murfreesboro, TN*  
**Scientia et Humanitas Journal of Student Research** *Aug 2009 – Jan 2012*

- Utilized marketing techniques such as establishing social media presence to market and promote journal submissions.
- Reviewed and critiqued scientific research papers submitted in Natural Sciences for publishing.
- Participated in editorial team development of the Journal's inaugural issue of May 2011.

**President** *Murfreesboro, TN*  
**MTSU Honors Student Association** *Aug 2008 - May 2011*

- Organized developmental workshops and events with Honors College staff for Honors College students.
- Established annual team building retreat to recruit new members and improve group dynamics that resulted in > 200% membership growth over a 3-year period.
- Redeveloped organization structure to improve group dynamics by writing Constitution and defining officer capacities.
- Participated in club community service projects such as Up 'til Dawn for St. Jude and Habitat for Humanity.

**Rank Leader** *Murfreesboro, TN*  
**MTSU Band of Blue** *Aug 2008 - Aug 2010*

- Instructed Alto Saxophone section in developing marching skills and assisted leadership team with music technique.
- Motivated members of section to consistently perform at high levels.
- Encouraged increase in size of section over two seasons from 33 to 52 members.



# Student Sample

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1301 East Main Street | Murfreesboro, TN | 37132 USA | 1.615.898.2300

*Broadly trained global citizen seeks dynamic and rewarding employment opportunity in business translation.*

- Uses awareness of global issues to connect ideas and concepts in a wide range of disciplines including but not limited to history and culture, communication, economics, and business.
- Understands the importance of international education in a culturally diverse environment. Recognizes cultural conflicts and utilizes skills in intercultural and interpersonal communication to resolve issues.

## Education

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**May 2014**

**Middle Tennessee State University**

**Murfreesboro, TN**

*Bachelor of Arts Degree in Foreign Languages*

- Concentration in French.
- Minors in Global Studies and Economics.
- Phi Kappa Phi National Honor Society.

### *Selected Coursework*

French & Francophone Culture  
Intercultural Communication

International Economics  
International Business

Business French  
International Political Economy

**Fall 2012**

**l'Université de Franche-Comté**

**Besançon, France**

*French Language*

- Participated in an intensive French language program with other international students.
- Developed understanding of French culture and sharpened ability to translate/interpret the language.
- Applied cultural knowledge and language skills in social settings.

## Experience

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**Fall 2012**

**Lycée Victor Hugo**

**Besançon, France**

*English Teaching Assistant*

- Interacted daily with French educators and students and cultivated a profound understanding in the intricacies of French language and culture.
- Taught students English language and culture while developing and enhancing both intercultural and interpersonal communication skills.
- Demonstrated flexibility, adaptability, and conflict-resolution skills in various areas of communication, administration, and planning.

# Sophia M. Evans

1234 Anderson RD. ♦ Hometown, TN 31234 ♦ 615.123.4567 ♦ student.name@gmail.com

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## Special Education Professional

*Teaching, Training, Serving*

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### Education

**Bachelor of Arts in History** : *Middle Tennessee State University*; December 2010

**Class work completing teacher licensure** : *Middle Tennessee State University*; May 2014

**Teacher licensure expected May 31**

**Praxis exams passed March 31**

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### Student Teaching Experience Rutherford County, TN

**August 2013– December 2013**

*Roy S. Jones Jr. Middle School*

*Aug 2013– October 2013*

*Anne V. Smith Elementary School*

*October 2013- Dec 2013*

### Teaching Highlights:

- Achieved learning outcomes through successful teaching strategies for special needs students
  - Engaged in multiple in-service training programs including teaching with adaptive technologies
  - Implemented adaptive technologies for multiple students with speech and language challenges
  - Researched, planned and delivered lesson plans for 5 separate units
  - Incorporated audio visual technologies for classroom instruction including SMART board
  - Accomplished improvements in student behavior by creating and implementing individual plans
  - Provided feedback for IEP meetings that lead to improvements in student outcomes
  - Assisted with the transfer of special needs students to mainstream classrooms
  - Instructed students in the areas of Reading, Language Arts, Math, Science, and Social Studies
  - Gained valuable experience through collaboration with the School Psychologist and Speech Pathologist
- 

### Bellwood Middle School Bellwood, TN

**Aug 2012 – Nov 2012**

*Special Education Teacher Assistant*

- Assisted individuals and small groups of special needs students in mainstream classroom
  - Implemented and modified student accommodations as prescribed by IEPs
  - Created and modified student behavior through collaborative planning strategies
  - Assisted with record keeping and reporting through TeachKids enterprise application
  - Provided tutoring for after school program that assisted students in Math and Science
  - Planned and directed multiple field trips to enhance hands on learning opportunities
  - Taught functional life/work skills content that resulted in gainful employment for students
  - Participated in 3 in-service training programs focusing on creative teaching strategies
  - Commended by principal for job performance and overall dedication to student teaching
-

# Student Sample, RN

1301 East Main Street | Murfreesboro, TN | 37132 USA | 1.615.123.4567

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## PROFILE

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*Registered nurse passionate about quality care and committed to satisfying both patient and family needs.*

- Detail-oriented team player experienced in patient care and accustomed to fast-paced environments.
- Effective communicator prepared to serve and work along-side individuals from diverse backgrounds with various problems, needs, and personalities.
- Excellent oral and written communicator skilled in Microsoft Word, Microsoft Excel, and EMR software.

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## EDUCATION

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### **Middle Tennessee State University**

**May 2014**

**Murfreesboro, TN**

*Bachelor of Science Degree in Nursing*

- GPA 3.8/4.0
- Nursing Endowment Scholarship
- Phi Kappa Phi National Honor Society
- MTSU Student Nurses Association
- Sigma Theta Tau International Honor Society for Nursing

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## CLINICAL EXPERIENCE

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### **Independent Surgery Associates**

**Murfreesboro, TN**

**Fall 2012**

*Six-week rotation*

- Focused on general and vascular surgical procedures.
- Recorded and interpreted patient information.
- Surgeries included laparoscopic cholecystectomy, appendectomy, carotid endarterectomy, aortic bifemoral bypass, and arteriogram.

### **Saint Thomas Hospital**

**Murfreesboro, TN**

**Spring 2013**

*Six-week rotation*

- Assist with care of patients recovering from amputations, cerebral vascular accidents; hip and knee replacements and spinal cord injuries on a 45 bed rehabilitation unit.
- Experience with patient transfers, catheterizations, and wound care.
- Documented patient data using Microsoft Excel and created post-operational care guides using Microsoft Word.

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## WORK EXPERIENCE

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### **ABC Restaurant and Café**

**Murfreesboro, TN**

**Fall 2010 – Spring 2012**

*Waitress & Hostess*

- Thrived in a fast-paced environment by providing top quality customer service and promoting strong team-work among co-workers.
- Selected to serve parties of 8 or more guests because of energetic, detail-oriented personality and sharp interpersonal communication skills.
- Interacted with a large range of personalities in the workplace while cultivating resilience and flexibility in interaction.

123 Blue Raider Drive | Nashville, TN 37013

615.123.4567

## SOFTWARE ENGINEER/PROGRAMMER

C++, Perl, Object Oriented Design, SQL

Software engineering and honors program graduate with 4+ years of programming and application design experience. Exceptional skills in error-free programming, debugging and technical report writing. Creative use of software tools to develop and perform testing and analysis.

### Core Skills:

Web Design and Maintenance

System Analysis

Database Design

User Training

Program Documentation

Project Management

Teamwork

Customer Service

Budgeting

**Languages:** C++, C, Java, Perl, PHP in Windows, UNIX and Linux

**O/S:** Windows XP/7, UNIX, GNU/Linux, and Mac

**Applications:** Microsoft Office, Visio, Visual C++, GNU Dia, GIMP, Adobe Photoshop, Wordpress

### EDUCATION

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**Middle Tennessee State University**

**Murfreesboro, TN**

**Bachelor of Business Administration: Information Systems**

**December, 2012**

**GPA: 3.78**

- University Honors College Graduate with Magna Cum Laude Distinction
- Omicron Delta Kappa National Leadership Honors Society Member 2010-2012
- Tau Sigma Transfer Student Honor Society
- Paul W. Martin Honors Scholarship 2008-2012

Selected Courses:

Web Development

Programming in VB.NET

Programming in C#.NET

Systems Analysis and Design

Business Communication

Advanced Programming

Database Design

Resource Management

Advanced Web Apps.

### PROFESSIONAL EXPERIENCE

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**ABC IT Associates**

**Murfreesboro, TN**

**Programmer**

**2010-Present**

Lead programmer for team of 12

- Create and use Perl script to generate XML documentation of SQL procedures and ASP pages
- Develop HTML Web pages and modify ASP forms
- Perform software testing of ASP pages and standalone Visual Basic applications

# Jack Russell

## PROFILE

History as an honest, hardworking and motivated self starter who adapts easily and learns quickly. Experience in leadership combined with excellent verbal and written communication skills allowing for success in building customer relationships and service. Detail-oriented and focused on quality as well as organized, resourceful and efficient.

## EDUCATION

**Middle Tennessee State University**, Dec 2013, Murfreesboro, TN  
Bachelor of Business Administration  
Minor: Economics and Finance  
Minor: Agriculture  
GPA 3.94

## ACADEMIC ACCOLADES

**Dean's List**, Middle Tennessee State University  
Honoree, 8 Semesters  
**Presidential Scholarship**, Middle Tennessee State University  
Recipient, 2009-2013  
**Hugh Burrum Scholarship**, Middle Tennessee State University  
Recipient, 2011-2012  
**National Society of Leadership and Honors**  
Member, 2012-2013

## PROFESSIONAL EXPERIENCE

**ABC Rental Agency**, Nashville, TN  
Management Trainee Intern, May 2013 – Aug 2013  
Gained leadership experience and learned to take initiative in a fast-paced environment. Received training and experience in sales techniques, interacted with a diverse customer base, and learned to resolve conflicts while maintaining positive company image.

**Bennett Hardware and Tools**, Murfreesboro, TN  
Associate, Mar 2012 – Jun 2013  
Provided customer service through meeting customers' needs and provided all necessary assistance. Managed inventory, ran shipment check-in, and handled cashier responsibilities.

**Innovation Landscaping**, Nashville, TN  
Entrepreneur, Apr 2011 – Jun 2012  
Designed and installed individual decorative landscapes for multiple homeowners. Maximized satisfaction through research and blueprint designs, effective planning and time management skills, and building relationships with customers.

## CAMPUS INVOLVEMENT

**Raiders for Christ**, Middle Tennessee State University, Murfreesboro, TN  
President, 2011 – 2013; Member, 2009 – Present

**Best Buddies**, Middle Tennessee State University Chapter, Murfreesboro, TN  
College Buddy Director, 2012 – 2013; Head of Public Relations, 2011 – 2012; Member, 2010 – Present

## FINANCE EXECUTIVE

*Dynamic financial services executive delivering program development, capital investment and strategic planning to under-resourced communities throughout the developing world including Africa, Asia, and Central America.*

Skilled negotiator achieving mutual objectives between local communities, corporations, and government agencies. Microfinance specialist with expertise in agronomy, water resource development, writing business plans and forming community partnerships. Highly proficient in financial modeling and analytical tools used for proposals and development campaigns.

Business Planning and Strategy  
Microfinance Banking  
Corporate Social Responsibility  
Project Management

Financial Modeling and Forecasting  
Public/Private Partnerships  
Team Leadership  
International Business Development

Strategic Alliances  
Fundraising  
Complex Sales  
Value Chains

### **Global Microfinance, Franklin, TN**

2008-Present

Leader in worldwide microfinance with over 4 billion in assets spread across 72 developing nations

### **Director, Business Development**

2010-Present

Deliver strategy and manage project teams for implementing new microfinance projects including banking, insurance, business startups, internet access and community development. Foster partnerships between corporate clients, major donors and local organizations to achieve strategic objectives.

Enterprise Impact:

- ♦ Instrumental in raising more than **\$250 million** in capital from institutional donors and investors, including 12 of the 15 largest agreements ever signed by the organization.
- ♦ Successfully executed and completed projects in over **25 countries** in Asia, Africa, and Central America.
- ♦ Establish plans through a comprehensive needs assessment which connects communities to appropriate partners for long-term success.
- ♦ Direct business development team for research, analysis, planning and project implementation.
- ♦ Generated multi-country analysis for profitability and sustainability of financial products and infrastructure.
- ♦ Participate on strategic planning team and interface with the Board of Directors on a quarterly basis.

### **Manager, International Operations**

2008-2010

Managed a team responsible for generating and operating development projects valued at over **\$70 million**. Raised capital from major institutional donors including: United Bank of Switzerland, United Nations, Joe and Jean Randall Foundation, Apple Computer, Samsung, Adidas, USAID, Global Resources Network, Bank of America, Bank of New York, Bank of Boston, and Sony.

Enterprise Impact:

- ♦ Delivered decisions and program review for global and country level funding allocations.
- ♦ Developed and negotiated program contracts and MOUs with institutional donors and international partners.
- ♦ Reviewed and approved operating plans, budgets and progress toward established objectives.

**International Development Institute, Nashville, TN**

2000-2008

**Director of Strategic Planning and Business Development**

2004-2008

Managed the organization's business planning function by designing and implementing sophisticated planning, reporting and analytical tools including projections, infrastructure, and reporting systems.

## Enterprise Impact:

- ♦ Provided business planning, financial forecasting and budgeting support to worldwide network clients
- ♦ Developed marketing strategies for expansion into new countries and territories.
- ♦ Conducted overseas business planning and financial analysis workshops for senior and mid-level bank and finance company managers.

**Director, Nashville, TN**

2003-2004

**Assistant Director, Nashville, TN**

2002-2003

**Program Officer, Nashville, TN**

2000-2001

Represented the company to major financial institutions and donors including Bank of America, Bank of New York, Sony, Apple, Samsung, Bill and Sue Jones Foundation, and USAID.

## Enterprise Impact:

- ♦ Designed and created the company's first global reporting and analysis system to report on profitability, efficiency, and cost effectiveness of microfinance institutions using ratio, statistical and trend analysis.
- ♦ Re-designed tools and procedures for efficient information flow throughout a global network.

## Consultancies

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**ALTA Finance, Guatemala City, Guatemala**

2006

Prepared financial and planning documentation for microfinance loan approval.

**Dutch Government, Amsterdam, Holland**

2004, 2005

Developed business plans and financial projections for Dutch funded microfinance bank startups in Eritrea and Ethiopia.

**UBS, Weehawken, NJ**

2003

Developed complex financial projection model for use by microfinance banking institutions.

## Education and Training

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**Master of Business Administration (MBA)**

2002

Middle Tennessee State University, Murfreesboro, TN

**Bachelor of Arts**

2000

Middle Tennessee State University, Murfreesboro, TN  
Majors: Global Studies and Foreign Languages (Spanish)

**Chartered Financial Analyst (CFA)** Passed Level 1 exam

////////////////////  
Mollie Elise Ayers  
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1111 Greenland Drive Apt C12  
Murfreesboro, TN 37130  
(615) 123-4567  
mollie@gmail.com

~~~~~  
COMMUNICATIONS SPECIALIST  
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A self-motivated communicator who energizes teams and organizations to achieve positive public relations using effective interpersonal communication skills, project management skills, and social media outreach strategies.

Strengthens client relationships through blogging, special event promotions, and engagement on Facebook, Twitter and Instagram.

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SKILLS AND TECHNICAL PROFICIENCIES  
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- + Microsoft Office and Publisher
- + Emma marketing program
- + Final Cut Pro video editing
- + Basic HTML skills
- + AP writing style
- + Public Speaking
- + Press Releases
- + Event Planning
- + Photoshop

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EDUCATION  
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Middle Tennessee State University, Murfreesboro, TN  
December 2014 Bachelor of Science in Organizational Communications  
Minor in Marketing  
+++GPA: 3.52+++

EXL (Experiential Learning) Scholar

EXL Organizational Communication in Communitie Group Leader

- > Assisted nonprofit VSA Tennessee with a Legal Speakeasy event held in March 2013 that raised over \$7,000
- > Led a group of eight other classmates in decorating, fundraising, advertising, and running the event

(EXL) Interpersonal Communications

Communications Research Project, 2013

- > "How the Event Planning Industry Operates Through Communication". Poster presented to the Tennessee Communication Association Annual Conference at Embassy Suites Convention Center in Murfreesboro, TN.



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WORK EXPERIENCE  
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Career Development Center, Middle Tennessee State University, Murfreesboro, TN

Communications Intern, May 2012-Present

- > Manage and create content for all social media accounts, including Facebook, Twitter, and WordPress blog
- > 70% increase in Twitter followers and 30% increase in Facebook likes
- > Collaborate with Assistant Director and Peer Career Advisors to develop an effective social media marketing team
- > Designed Peer Career Advisor Training Manual using Photoshop skills
- > Compose and analyze monthly newsletters and occasional surveys through Emma Marketing e-mail system
- > Coordinate with Marketing Supervisor and Graphic Design Intern to create content for website

American Diabetes Association, Nashville, TN

Special Events Intern, May 2013-August 2013

- > Assisted ADA employees with six summer events by making connections with vendors for the events, helping with logistics of the events, and organizing and facilitating several silent auctions

Nashville Career Advancement Center, Nashville, TN

Metro Summer Internship Program Assistant, January 2011-July 2011

- > Supported NCAC employees with logistical aspects of the Metropolitan Summer Internship Program
- > Filmed and edited a 10 minute video that demonstrated the benefits of the program to show at closing ceremony to Metropolitan Government employees

AWARDS/PROFESSIONAL AFFILIATIONS

- > MTSU Ambassador for VSA Tennessee, August 2013-present
- > MTSU Relay for Life Fundraising Subcommittee, February 2013-May 2013
- > Dean's List, December 2012-present
- > National Society of Leadership and Success, December 2012-present
- > Provost Scholarship, August 2011-present

# NED WORKER

**Contact**

- Email Address: nedworker@yahoo.com
- LinkedIn: linkd.in/nedworker
- Phone #: 615.898.2300

Computer Systems Analyst

## Objective

B.B.A. candidate and Computer Information Systems major with help desk experience and web development and language skills seeks junior analyst position

## Education

**December 2010**  
Murfreesboro, TN  
Major GPA: 3.6/4.0

**Bachelor of Business Administration**  
Middle Tennessee State University  
Major: Computer Information Systems

**Relevant Coursework**

Advanced Programming	Programming Logic with VB.Net
Information Resource Management	Systems Analysis and Design
Knowledge Management Systems	Web Development

## Experience

### Independent Web Consultant

*Self-employed*  
Murfreesboro, TN  
5/2007 to Present

- Work with clients to develop concept and design of individualized web pages
- Serve 30+ clients, including entrepreneurs and non-profit organizations

## Information Technology Division

### Middle Tennessee State University

*Help Desk Student Worker*  
Murfreesboro, TN  
1/2010 to Present

- Serve as the first point of contact for MTSU students, faculty and staff seeking technical assistance for technology issues
- Identify and document problems and troubleshoot possible solutions
- Demonstrate ability to multitask effectively, exercise patience and professionalism during stressful situations

## Activities

- Secretary/Treasurer Fall 2010  
-Association of Information Technology Professionals
- Webmaster Fall 2008 - Present; Intramural Chair Spring 2009  
-Beta Theta Pi Fraternity
- Rutherford County Chapter of the American Red Cross

## Technical Skills

Web Development		Languages	
CSS	■ ■ ■ ■ ■	C#	■ ■ ■ ■ ■
HTML	■ ■ ■ ■ ■	C++	■ ■ ■ ■ ■
JavaScript	■ ■ ■ ■ ■	COBOL	■ ■ ■ ■ ■
XHTML	■ ■ ■ ■ ■	Visual Basic	■ ■ ■ ■ ■

■ = 5 projects involving skill