



Resume Writing Principles

A resume is the beginning step in conducting a well-planned job or internship search. The primary purpose of a resume is to market your skills, education, and accomplishments in such a way that you are invited for an interview. A good resume is visually pleasing and makes it easy for a recruiter to identify you as a qualified candidate. Below is an example of how to begin creating a resume, followed by additional tips, guidelines and examples in this packet.

Full Name

Current Address | Phone number | e-mail@ no hyperlink

Name should be in large font, header could be put in text box for easier alterations to resume

Objective: To obtain _____ position @ _____ company

Optional, if present should be very specific

To insert a line go to Page Layout – Page Borders

Education

Bachelor of Science (or Arts) in _____, emphasis _____

Minor:

University of Wisconsin-River Falls (UWRF), month year (graduation date)

GPA (3.0 or above recommended), Dean’s List

There can be multiple experience sections

Experience (Agriculture, Business, Customer Service, etc.)

Position, Name of business, City, State, Date (*can be here or*)

Date (years)

- Skill phrases are placed here
- Explain what you did in list form
- Then explain how you did it
- Explain the skills you used – should all be in past tense, no periods

No Pronouns: I, You, Me

Position, Name of business, City, State

Date (years)

- Skill phrases help to set you apart making your resume unique
- Be sure to use action verbs clarifying exactly what you did
- Be professional!!

Feel free to add more. Experiences should have 2 experiences in them

Experience (Additional, Leadership)

Position, Name of Business, City, State

Date (years)

Position, Name of Business, City, State

Date (years)

Activities and Awards

Position, Organizations Full name

Position, Organizations Full name

List your involvement in clubs, organizations, and community involvement/services – no skill phrases required, but can be added

Final Reminders:

There should be a minimal amount of white space on your paper

Only go onto two pages if you will fill up at least half of the second page

Do not include the following on a resume:

- References available on request
- Hobbies/Interest
- Any made-up jobs

Do not use a resume template

Additional heading/title ideas:

- Research Experience
- Professional Development
- Certifications
- International Experience
- Leadership Experience

Suggested Resume Headings

Most individuals are surprised to learn that there are many different ways to organize the information you include on a resume. Ideally, you should organize your resume to highlight relevant experiences and activities. Below is a sampling of appropriate resume headings.

Objective:

- Objective
- Job Objective
- Career Objective
- Professional Objective
- Teaching Objective

Summary of Qualifications:

- Career Profile
- Areas of Expertise
- Career Highlights
- Professional Skills
- Summary of Qualifications
- Experience Summary
- Experience Highlights
- Achievements
- Career Achievements

Education:

- Education
- Educational Preparation
- Relevant Coursework
- Credentials
- Educational Highlights
- Course Highlights
- International Study or Travel Abroad
- Senior Research Project
- Continuing Education

Awards & Honors:

- Honors and Distinctions
- Special Honors
- College Distinctions
- Scholarships
- Honors and Awards

Relevant Experience:

- Business Experience
- Accounting Experience
- Customer Service Experience
- Marketing or Public Relations Experience
- Research Experience
- Professional Background
- Employment History

- Work Experience
- Related Experience
- Internship Experience
- Volunteer Experience
- Leadership Experience
- Management Experience
- Military Experience
- Teaching Experience
- Coaching Experience
- Supervisory Experience

Other Related Experience:

- International Experience
- Travel Abroad
- Technical Skills
- Computer Skills
- Laboratory Skills
- Language Competencies
- Presentations
- Publications
- Conferences Attended
- Licenses & Certifications
- Thesis or Dissertation

Activities & Memberships:

- Professional Activities
- Community Activities
- Extracurricular Activities
- College Activities
- Memberships
- Professional Organizations
- Professional Memberships
- Professional Affiliations
- Professional Development
- Campus Involvement
- Campus Leadership
- Community Service or Volunteer Experience

Technical:

- Computer Skills
- Language Skills
- Multi-Media Skills
- Information Technology Expertise

What Employers Seek

Below is a list of skills employers search for that you could highlight in your resume.

1. Ability to work in a team
2. Leadership
3. Communication skills (written)
4. Problem-solving skills
5. Strong work ethic
6. Analytical/quantitative skills
7. Communication skills (verbal)
8. Initiative
9. Technical
10. Detail-oriented
11. Flexibility/adaptability
12. Computer skills
13. Interpersonal skills
14. Organizational ability
15. Strategic planning skills
16. Friendly/outgoing personality
17. Creativity
18. Entrepreneurial skills/risk-taker
19. Tactfulness

Courtesy of NACE: Job Outlook 2012

Writing Effective Skills Phrases

A skill phrase is a bulleted statement describing the skill you gained and duties performed while in a certain position. Effective skill phrases are the most important part of your resume. There are several different formats for writing them, but in general, we recommend that skill phrases:

- 1.) Begin with an action verb (see next page for extensive list)
- 2.) Highlight a specific and unique skill or experience
- 3.) Quantify the result, if possible

It is important that you try to include “buzzwords” related to the industry and position to which you are applying. Skill phrases are typically one to two lines.

What You Did

Begin your skill phrase by describing your tasks and/or duties. You will begin with an action verb and simply describe what your task was.



How You Did It

Add descriptions to “What You Did”. Explaining how you completed a project or worked with a group of five will display a clearer picture to the employer.



Skills Used or Gained

This is a very important part of the formula. When you pair the SKILLS you used along with what you did, you are communicating much more information to the reader.

Examples:

- Conducted new hire orientation to help acclimate ten new employees by facilitating office tours, explaining policies, and completing necessary paperwork
- Developed rapport with clients by answering questions, locating merchandise, and resolving conflicts in a professional manner which increased floor sales by 14%
- Managed herd of 50 high producing dairy cows by following daily milking procedures to ensure high quality milk

Applying Electronically

There are a few key things to remember when applying electronically:

- Attach a word and/or pdf document when emailing resume
- In your email subject line, type the title of the job you are applying for, followed by your name
- Name the document(s) you are attaching using your name, such as “JoeSmithResume.doc”
- For increased security when uploading your resume to a job board, remove all contact information, except your email address and phone number. Use only an unlisted cell phone number and an email address unrelated to your work or home i.e. Yahoo or Hotmail
- Pay attention to formatting when applying to an online job board or application to make sure quotes and other characters are not converted to illegible symbols or numbers

For more information on applying electronically, visit

<http://www.uwrf.edu/CareerServices/ResumesAndApplicationMaterials.cfm>.

Action Verbs

Management

Acquired
Administered
Analyzed
Anticipated
Assigned
Attained
Authorized
Bolstered
Brought
Chaired
Charged
Chartered
Conducted
Consolidated
Contracted
Controlled
Coordinated
Decided
Delegated
Developed
Directed
Drove
Enforced
Evaluated
Executed
Gained
Governed
Handled
Headed
Hired
Improved
Inaugurated
Increased
Launched
Led
Ordered
Organized
Oversaw
Planned
Prioritized
Produced
Proposed
Ran
Recommended
Relied
Reviewed
Scheduled
Strategized
Strengthened
Supervised

Communication

Addressed
Advertised
Appealed
Arbitrated
Arranged
Authored
Collaborated
Composed
Consulted
Convinced
Cooperated
Correlated
Corresponded
Debated
Defined
Developed
Directed
Displayed
Documented
Drafted
Edited
Enlisted
Expressed
Formulated
Influenced
Interpreted
Lectured
Mediated
Moderated
Modified
Narrated
Negotiated
Offered
Persuaded
Presented
Promoted
Publicized
Published
Read
Reasoned
Reconciled
Recruited
Related
Reported
Responded
Spoke
Stressed
Talked
Translated
Wrote

Research

Ascertained
Clarified
Collected
Critiqued
Detected
Diagnosed
Discovered
Evaluated
Examined
Experimented
Explored
Extracted
Identified
Inspected
Interpreted
Interviewed
Investigated
Judged
Located
Organized
Perceived
Proved
Queried
Questioned
Reviewed
Studied
Substantiated
Summarized
Surveyed
Synthesized
Systematized
Tested
Verified

Technical
Analytical
Applied
Assembled
Built
Calculated
Compared
Computed
Constructed
Designed
Devised
Engineered
Fabricated
Fixed
Gathered
Installed
Lifted
Made
Maintained

Manipulated
Modeled
Operated
Overhauled
Programmed
Received
Remodeled
Repaired
Solved
Sustained
Upgraded
Utilized

Teaching

Adapted
Advised
Bolstered
Briefed
Clarified
Coached
Communicated
Coordinated
Cultivated
Demystified
Developed
Enabled
Encouraged
Enlightened
Evaluated
Explained
Facilitated
Guided
Informed
Instructed
Learned
Mentored
Observed
Persuaded
Rationalized
Read
Set goals
Stimulated
Supported
Taught
Trained
Tutored

Financial

Administered
Allocated
Analyzed
Appraised
Audited
Augmented

Balanced
Budgeted
Calculated
Computed
Decreased
Developed
Estimated
Exceeded
Financed
Forecasted
Funded
Indicated
Managed
Marketed
Met
Minimized
Planned
Predicted
Projected
Purchased
Raised
Researched

Creative

Abstracted
Acted
Conceived
Conceptualized
Converted
Created
Customized
Designed
Developed
Directed
Drew
Established
Fashioned
Founded
Illustrated
Imagined
Improvised
Initiated
Instituted
Integrated
Introduced
Invented
Originated
Performed
Planned
Revamped
Revitalized
Shaped
Symbolized
Theorized

Visualized

Helping

Advocated
Aided
Answered
Assessed
Assisted
Attended
Cared
Clarified
Coached
Comforted
Conserved
Contributed
Counseled
Demonstrated
Diagnosed
Educated
Empathized
Ensured
Expedited
Facilitated
Familiarized
Fostered
Gave
Guided
Helped
Listened
Motivated
Participated
Protected
Provided
Referred
Rehabilitated
Represented
Supported

Clerical or Detail

Oriented
Approved
Arranged
Catalogued
Centralized
Checked
Classified
Collected
Compiled
Copied
Discriminated
Dispatched
Dissected
Executed
Followed

Generated
Implemented
Indexed
Inspected
Inventoried
Logged
Mapped
Memorized
Monitored
Operated
Organized
Perfectod
Prepared
Processed
Purchased
Ranked
Recorded
Retrieved
Scanned
Screened
Specified
Streamlined
Systematized
Tabulated
Validated

More Verbs for Accomplishments

Achieved
Completed
Delivered
Eliminated
Excelled
Expanded
Improved
Mastered
Maximized
Obtained
Overcame
Pioneered
Practiced
Reduced
Resolved
Restored
Spearheaded
Specialized
Succeeded
Transformed
Won

Andrew Peters

5555 Riverview Avenue South, Woodbury, MN 55555
(555) 555-1234, andrew.peters@my.uwrf.edu

Education

General Studies, May 2016
University of Wisconsin-River Falls

Customer Service Experience

Cashier, Brueggers, Woodbury, MN **March 2010 – Present**

- Provided customer service by welcoming guests, preparing food and performing cleaning duties at the end of each shift
- Performed daily closing tasks including: daily inventory documentation, ensured correct profits were secure, processed daily paperwork and assisted in closing the store
- Prepared majority of food items from baking bagels and slicing vegetables to creating sandwiches

Summer Work Experience

Summer Employee, Bid-2-Buy.com, Woodbury, MN **Summer 2009 – 2011**

- Prepared for auctions by organizing the website and tagging pictures
- Assisted with setup by organizing warehouses full of supply, ensuring products were tidy and in place
- Obtained supply for auction winners and loaded purchased products into customer vehicles

Summer Employee, Kurt Bostrom Apartments, Woodbury, MN **Summer 2009**

- Provided general upkeep of apartment complexes including lawn care and landscaping, cleaning of buildings, and moving appliances

Extracurricular Activities

5th Grade Volunteer Math Tutor, Woodbury Elementary 2010 – Present
Performer, Musical Concert, Woodbury High School 2009 – Present
Captain, Basketball Team, Woodbury High School 2009 – Present

First-Year Student with Minimal Experience
This is an example of a student with little relevant experience, very common of first-year college students. Putting experiences from high school on a resume is acceptable for the first year of college while gaining more recent, relevant experience by joining clubs on campus, gaining volunteer experience, and searching for experience that is more relevant to your career path.

Clara Cornelius

5555 5th Street, Woodbury, MN 55555 | clara.cornelius@gmail.com | (555) 555-5555

EDUCATION

Bachelor of Science in Health and Human Performance May 2011
Option in Exercise Sports Science
University of Wisconsin-River Falls, Senior Merit, Dean's List, GPA: 3.6

COACHING CERTIFICATIONS AND HIGHLIGHTS

Co-Chair Ms. Lax Award (Highest honor for MN high school lacrosse women) February 2011- Present
MN Swarm and Minnesota Minute Men

Level 1 and 2 US Lacrosse Coaching Women's Lacrosse March 2011
United States Lacrosse Coaches Education Program

Fundamentals of Coaching February 2011
National Federation of State High School Associations

First Aid for Coaches January 2011
American Red Cross

COACHING EXPERIENCE

Head Coach Varsity Girls Lacrosse
Woodbury & East Ridge High School March 2010 - Present
Minnetonka High School February 2008 - May 2009
Hastings Senior High School April 2003 - September 2006

- Built winning teams by providing extensive knowledge of lacrosse techniques and strategies while coaching
- Coordinated schedules, plans, and budgets with athletic directors, booster clubs, coaches, players, and parents
- Planned, organized, and conducted daily practices and evaluated game performance for future improvement
- Managed and assessed equipment and program needs necessary to build optimal programs in future
- Implemented proven sales and service fundraisers to support team initiatives and build team camaraderie

Head Coach Girl's Lacrosse Club
Park and Recreation, Northfield, MN January 2006 - Mar 2006

- Created a fun and active lacrosse experience for girls ages 9-13 by playing relevant games to learn techniques and holding scrimmages with other local lacrosse clubs
- Demonstrated skills by breaking tasks into sequences which were easier for players to understand and perform during practices
- Encouraged participants to gain and develop skills, knowledge and techniques as individuals to better themselves and their team

LEADERSHIP EXPERIENCE

Captain, Women's Lacrosse Club
University of Wisconsin-River Falls September 2006 - May 2007

- Developed and led weekly practices, motivated fellow players and developed strength and conditioning workout routines for 25 teammates
- Managed team travel and overnight accommodations to more than eight out-of-state tournaments and recruited five new players to the club team
- Created and actively participated in game strategies and taught individual and team lacrosse techniques

CUSTOMER SERVICE EXPERIENCE

Cashier, Econo Foods, River Falls, WI October 2009 - May 2011
Server, Pier 500, Hudson, WI September 2010 - January 2011

SALLY BAUER

1009 Johnson Street, River Falls, WI 54022
(715) 555-5678, sbauer@aol.com

EDUCATION

Bachelor of Science in Horticulture, May 2012
Landscape Option
University of Wisconsin-River Falls (UWRF)
Wisconsin in Scotland, Study Abroad

HORTICULTURE EXPERIENCE

Sales Manager Assistant/Production Manager Assistant, The Plant Agency, Encinitas, CA Summer 2010

- Supervised and coordinated schedules for 30 employees, created additional training opportunities and disciplined tardiness or absenteeism to ensure quality work
- Commended on providing a positive work atmosphere, and increasing employee motivation and output
- Communicated daily with co-workers of diverse backgrounds promoting open communication at the in group and individual meetings

Nursery Assistant Intern, Krueger Nursery, Hixton, WI Summer 2009

- Organized nursery stock to enhance plant health and visual appeal to increase sales as well as recommended specific plants based on customer's suggestions
- Supervised a two person installation crew, in charge of \$2,000 worth of plants and landscape materials, on the installation of a pool landscape design to the client's approval
- Assisted in lot organization and sales, which resulted in making the plants easier to find and sell
- Strengthened my identification skills of ornamental plants
- Upgraded the nursery's planting beds to increase the aesthetics of the area

Landscaping Maintenance Technician, Frei Built Homes, Whitehall, WI Summer 2008

- Designed landscape plans for lots to achieve a more natural and comfortable setting
- Discussed maintenance requirements of certain plants, increasing chances of survival
- Communicated with renters about landscaping needs to ensure a desirable atmosphere
- Installed landscaping hardscapes, such as edging and concrete paths

Turf and Plant Care Provider, Staff Residence, Whitehall, WI Lifetime

- Designed a large planting bed containing annuals and perennials to enhance residence exterior
- Assisted in general landscape labor duties including planting, weeding, spraying, and watering

ACTIVITIES & VOLUNTEER EXPERIENCE

Horticulture Society, UWRF
Green Expo Volunteer
Minnesota State Horticulture Society
Perennial Plant Association
Floral Evaluation Team, UWRF
Minnesota Nursery and Landscape Association

Travis Pressler

472 Johnson Avenue • River Falls, WI 54022 • (715) 555-6258 • pressler@gmail.com

Summary of Qualifications

- Over 3 years in crop production and scouting
- Lifetime experience in farming including crop cultivation and dairy and beef herd management
- Outstanding communication skills; commended on customer service skills

Education

Bachelor of Science in Crop and Soil Science, Minor in Farm Management

University of Wisconsin-River Falls (UWRF), May 2012

GPA: 3.5, Dean's List

Related Coursework

Plant Pathology

- Authored a disease report on grape bunch rot, comparing rot patterns in warm climates versus Midwestern climates, such as Wisconsin
- Developed a trial layout, method, treatment protocols, materials list and final report, confirming rot remained at low level for harvesting

Crop Physiology

- Implemented crop physiology techniques and methodology related to drought stress response and presented the results of the project to 40 industry professionals

Agriculture Experience

Crop Production Specialist Intern, Agri-Source, River Falls, WI, Summer 2010-Present

- Developed test plot for technical training by accurately testing all soil to ensure content quality
- Conducted independent research and analysis on the success of various herbicides on crop production further expanding knowledge
- Applied a broad range of herbicides to determine the best use of herbicides on several crops
- Demonstrated herbicide usage to several farming communities to ensure customer satisfaction
- Acquired precision mapping skills with Global Positioning System (GPS)
- Utilized Step I/Step III mapping with AgriSource soil and tissue analysis further strengthening observational and analytical skills

Crop Scout, Pioneer Hi-Bred International, Indianapolis, IN, Summer 2010

- Managed 6,000 acres of corn and soybeans increasing production by 12%
- Identified weeds, insects, and diseases in order to apply the proper pesticides and herbicides
- Sampled soil for levels of herbicide and pesticide to ensure a healthy crop
- Developed strong and positive customer relations by implementing excellent communication skills

Farm Assistant, Pressler Farm, Hastings, MN, Lifetime

- Successfully participated in crop cultivation and production, expanding knowledge
- Managed dairy and beef herds, including feeding, vaccinating, marketing and selling of herds, which required attention to detail and teamwork

Extracurricular Activities

ASA Crop Judging, UWRF, September 2010-Present

Vice President, Crops and Soils Club, UWRF, September 2010-Present

Sasha Trowly

8547 Cheshire Lane ~ River Falls, WI 54022 ~ (555) 555-5555 ~ sasha.trowly@uwrf.edu

Education

Bachelor of Science in Dairy Science, Minor in Chemistry
University of Wisconsin-River Falls (UWRF), May 2011
GPA: 3.75, Dean's List, Honor's Program

Dairy Science Experience

Feed Sales Intern, Bluefox Cooperative Feed Mill, Bluefox, WI, Summers 2008-Present

- Assisted customers in assessing feed needs and developing nutritional plans
- Increased store sales by creating weekly promotional flyers to highlight incentives
- Conducted 20 daily sales calls/farm visits for Northeast Wisconsin interacting with farmers and explaining store products
- Consulted with area feed representatives about new and upcoming products to ensure the mill was stocked with cutting edge feed technology

Office Manager, Bluefox Cooperative Feed Mill, Blue Fox, 2006-2008

- Responsible for placing orders for feed and store items Provided ration balancing for multiple species such as dairy cattle, swine and poultry
- Priced all items received by the feed mill and updated prices in computer system
- Managed all administrative aspects of feed mill store such as answering phones, taking feed orders and recording annual inventory

Calf Manager, Trowly Dairy Farms, Chippewa Falls, WI, Lifetime

- Responsible for ensuring calves were fed twice a day and kept in a clean environment to maintain high levels of growth
- Monitored and treated calves with proper medication to keep calves healthy
- Recorded heard records such as calving dates, milk production and registration for 120 Holstein cows and 150 heifers and calves

International Agriculture Experience

Participant, International Leadership Seminar for State Officers, Madrid, Spain, 2008-Present

- Selected to participate in international agricultural two week trip to Spain
- Gained knowledge of international agricultural business by meeting with business leaders and local farmers
- Communicated with numerous governmental officials, farmers and citizens of Spain to share knowledge of United States agriculture

Communication Experience

National Beef Ambassador, National Cattlewomen's Association, Denver, CO, 2008-Present

- Nominated to represent over 800,000 beef producers from across the nation
- Conducted five successful television and radio interviews to showcase the importance of the beef industry and beef in the daily diet
- Effectively communicated with thousands of consumers, to enhance education of the beef industry

Professional Organizations

Secretary/Member, UWRF Dairy Club, River Falls, WI

Rush Chair/Member, Sigma Alpha-Beta Zeta Professional Sorority, River Falls, WI

Youth Project Mentor, Houston County 4-H Dairy Project, Houston, MN

Member, Chemistry Club, River Falls, WI

Joseph Young

555 South Green Road, River Falls, WI 54022, (555) 555-5555, joseph.young@uwrf.edu

Education

Bachelor of Science in Animal Science

Minor in Biology

University of Wisconsin-River Falls (UWRF), May 2011

Veterinary Shadowing Experience

Thompson Animal Medical Center, La Crosse, WI

August 2010

- Shadowed a visiting orthopedic specialist who travels throughout south-central Wisconsin to operate on orthopedic cases
- Observed three veterinarians provide excellent service to a large city, exposing the differences from a small town clinic

Animal Tracks Veterinary Services, Viroqua, WI

Summers 2009, 2010

- Witnessed how grooming, boarding, and a doggie day care were incorporated into the clinic as services to clients
- Introduced to the basics of the in-house laboratory and radiograph machine which allows greater efficiency for the clinic

Cashton Veterinary Clinic, Cashton, WI

Summers 2009, 2010

- Rode along with a large animal veterinarian and gained a thorough understanding of the differences from a small animal practice, including the unpredictable working environments and work hours
- Conversated with many clients while traveling with the veterinarian and saw the rapport built with the clients by being professional and providing good services

Rising Sun Animal Wellness Center, Viroqua, WI

Summer 2009

- Observed how acupuncture, traditional Chinese medicine, and spinal manipulative therapy were integrated into practice
- Traveled with veterinarian to see large animal clients and learned how aspects of clinic were balanced with the small animal care

Solverson Veterinary Services, LLC, Westby, WI

Summer 2008

- Observed many surgeries and general appointments to gain perspective on the daily routine of a small animal veterinarian
- Practiced suturing on a drape cloth using proper tools and technique after learning various methods from the veterinarian

Tomah Veterinary Clinic, Tomah, WI

July 2007

- Acquired knowledge about the veterinary profession by shadowing for the first time with a small animal veterinarian
- Discovered how the clinic's services benefit organizations such as the county animal shelter in need of care for animals

Leadership Experience

Secretary, Pre-Veterinary Club, UWRF

May 2008-Present

Member, National Residence Hall Honorary, UWRF

April 2010-Present

Peer Advisor, Career Services, UWRF

August 2009-Present

Residence Hall Desk Assistant, Department of Residence Life, UWRF

August 2009-Present

Additional Work Experience

ACT Proctor and Room Supervisor, UWRF

October 2008-Present

Information Specialist, Career, Counseling, and Student Health Services, UWRF

September 2007-May 2009

Customer Service Representative, Bank of Cashton, Cashton, WI

Seasonal 2006-2010

Activities and Awards

Member, Pre-Veterinary Club, UWRF

Participant, Academic Quadrathlon, UWRF

Volunteer, New Student Move-In Day, UWRF

Recipient, Irving W. Gerhardt Scholarship, UWRF

Volunteer, Cashton Youth Wrestling Tournament

Volunteer, Vernon County Humane Society

MARK BOYLE

678 Ponderosa Circle, River Falls, WI 57822, (352) 336-5555, mark.boyle@myuwrf.edu

OBJECTIVE

To obtain a Greenhouse Manager position at Dundee Nursery

EDUCATION

Bachelor of Science Degree in Agricultural Business

Minors: Crop Science & Horticulture

University of Wisconsin-River Falls, May 2012

AGRICULTURAL EXPERIENCE

Assistant Manager, D and N Nursery, Marshfield, WI, 2010-Present

- Planted, cultivated, irrigated and sprayed over 300 evergreens for ornamental/Christmas tree growth
- Properly maintained seedling stock to ensure future supplies
- Supervised 20 employees and created additional training opportunities to ensure quality work
- Commended on providing a positive work atmosphere, which increased staff motivation and output

Field Crop Scout/Agronomist Assistant, FS Cooperative, Amherst Junction, WI, Summers 2010-2011

- Increased the productivity of soil sampling and plant tissue by 15%
- Efficiently managed a weekly schedule of scouting for a variety of agronomic and horticultural crops such as potatoes, alfalfa, corn, oats, barley and soybeans
- Trained 10 new scouts and ensured proper execution of crop procedures
- Coordinated schedules for 30 employees and disciplined tardiness or absenteeism when appropriate

State Secretary, Wisconsin Association of FFA, Spencer, WI, 2009-2010

- Served as the Wisconsin State FFA Secretary representing 25 chapters in Section Seven
- Promoted agriculture education and leadership development to 18,000 members
- Presented 135 workshops and 25 speeches to high school and middle school students
- Worked as a team to organize the Wisconsin State FFA Convention with over 3,500 attendees
- Represented the FFA to school administration, business professionals and sponsors

Laborer, Altenburg's Country Gardens, Wisconsin Rapids, WI, 2009-2010

- Performed such tasks as tilling, cultivating, and harvesting horticultural crops
- Accurately installed, operated and maintained irrigation equipment, which prevented loss of crops
- Supervised a harvesting crew consisting of ten employees from very diverse backgrounds

ADDITIONAL EXPERIENCE

Child Care Provider, Johnson Family, River Falls, WI 2010-2011

Customer Service Representative, Burger King, Hudson, WI, 2008-2009

Food Preparation Technician, Burger King, Hudson, WI, 2007-2008

HONORS AND ACTIVITIES

Member of Alpha Zeta, Active Member of 4-H, College Intramurals

Emily Simpson

542 Lackland Drive • Minnetonka, MN 55448 • (763) 555-9983 • emily.simpson@my.uwrf.edu

EDUCATION

Bachelor of Science in Sociology

Minor in Criminal Justice

University of Wisconsin-River Falls (UWRF), December 2013

HUMAN SERVICES EXPERIENCE

Intern | Hennepin County Juvenile Probation | Minneapolis, MN | Summer 2011

- Monitored over ten restitution cases and prepared progress reports for probation clients
- Confirmed the completion of court-orders and payments
- Decided if non-compliance cases should be returned to court and made recommendations for arrest warrants
- Accompanied various probation officers to ensure safety when conducting interviews at juveniles' homes and at Detention Centers
- Interacted with juveniles and family members through face-to-face and phone conversations on a weekly basis
- Attended court proceedings and received first-hand experience navigating the criminal justice system by assisting probation officers

VOCARE Community Member | Lakeville Correctional Facility | Lakeville, MN | Fall 2010

- Represented the community in a restorative justice program for offenders and parents who lost a child to murder
- Gained direct understanding of justice from the victim's point of view by communicating one-on-one with victim's family members
- Responded to the personal stories of each individual, spoke on behalf of the community, and shared with the victims and offenders how their stories have affected the community

ACTIVITIES/ AWARDS

Chair | Falcon Programs Committee | UWRF | 2011 – Present

Captain | UWRF Women's Basketball team | 2011 – Present

Member | Sociology Department Faculty Search Committee | UWRF | 2010

Member | Alpha Kappa Delta Honor Society | UWRF | 2010 – Present

All-Sportsmanship Team | WIAC | Spring 2010

Dean's List | UWRF | 2010 – 2011

WI Athletic Conference Scholastic Honor Roll | UWRF | Spring 2010

APPLICABLE TRAINING

CPR, First Aid, Patient Intervention Alternatives, Medication Administration

Michelle Vang

100 First Street South - River Falls, WI 54022, 715-555-5547
mvang@hotmail.com – linkedin.com/in/michellevang

Summary of Qualifications

- Two years experience in psychological research and psychological behavioral therapy programs
- Effective written and oral communication skills gained from extensive research and presentation of findings
- Commitment to public service demonstrated by active involvement with three community organizations

Education

Bachelor of Science in Psychology

Minor: Anthropology

University of Wisconsin-River Falls (UWRF), May 2013

GPA: 3.1, Dean's List

Related Experience

Independent Psychological Researcher

Spring 2011 – Present

UWRF Psychology Department

River Falls, WI

- Researched the connection between Stereotype Threat and Hmong college students' academic performance
- Reviewed relevant literature, created the research design and developed questionnaire to conduct extensive psychological research
- Recruited and managed the admission of research participants
- Collected and analyzed data using Statistical Package for the Social Sciences (SPSS)
- Presented research findings at a regional conference to an audience of peers and faculty

Resident Assistant

August 2010 – May 2011

UWRF Department of Residence Life

River Falls, WI

- Developed and implemented diversity programming for 40 students
- Counseled residents on professional and personal issues and made referrals to professionals as needed
- Collaborated with other Resident Assistants to initiate joint programming for large groups of students
- Communicated respect and trust for all hall students resulting in no disciplinary problems from residents throughout the academic semester
- Demonstrated knowledge in mediation, crisis resolution, leadership, group dynamics, and organization while supporting and leading residents

Line Therapist

May 2010 – September 2010

Wisconsin Early Autism Project

River Falls, WI

- Developed professional and caring relationships with clients by providing in-home Applied Behavioral Analysis (ABA) therapy for five autistic children
- Instructed therapy programs during play to assist in the development of clients
- Recorded therapy data and implemented new programs based on the assessment of data

Activities & Memberships

President and Member, Psi Chi, UWRF

2010 – Present

Volunteer, Animal Arch Humane Society

2010 – Present

Volunteer, YMCA Child Care Center

2009 – 2010

Volunteer, Dorothy Day Food Shelter

2009 – 2010

Abby Thomas

1003 Idaho Avenue ▪ River Falls, WI 54022 ▪ 715-555-8425 ▪ abby.thomas@my.uwrf.edu

Summary of Skills

- Professional with a solid art and design background ▪ Good eye for color and a strong spatial relations aptitude
 - Highly organized and creative, from conception to the finished product
 - Over four years of production and illustration experience ▪ Polished communication and teamwork skills
-

Education

Bachelor of Fine Arts in Art

University of Wisconsin-River Falls, *May 2012*

Associate of Applied Science Degree in Graphic Design

Milwaukee Area Technical College, *May 2010*

Creative Experience

Production Artist Intern, Longview Fibre Company, Milwaukee, WI

Summer 2011

- Created various illustrations for advertisements within the organization, including flyers and posters, to enhance organization brand
- Distributed work assignments to 15 person staff and ensured that the department submitted projects in a timely manner
- Trained and supervised 25 new employees on the process of pre-press imagery for the flexography package printing industry to assist with productivity
- Displayed mock-ups of new technical illustrations for a regional sales promotion to improve company image

Project Manager Intern, Layton Gallery, Milwaukee, WI

Summer 2010

- Served as a representative for visiting artists – managed artwork, travel arrangements, and fees
- Designed monthly layout of gallery as well as the installation of art shows to create an appealing exhibit
- Trained and supervised 30 student workers on designing and executing the show titles artwork

Freelance Designer, Thomas Creative Design, River Falls, WI

August 2008- Present

- Produced exhibition materials and report cover for regional trade show
- Illustrated holiday greeting poster in support of a local non-profit organization
- Created retail window illustration and designed Summerfest t-shirts to assist in event promotion
- Designed wellness publication illustrations to support community businesses

Additional Experience

Program Assistant, Milwaukee Museum of Art, Milwaukee, WI

August 2008-August 2009

- Provided tours of the museum's highlights to all audiences in groups of 10-20 guests

Production Assistant, Fast Signs Incorporated, Milwaukee, WI

January 2007- July 2008

- Experienced in all aspects of pressure sensitive vinyl application

Head Cashier, Outpost Natural Foods, Milwaukee, WI

June-December 2007

- Managed all cashiers during shifts to ensure customers' needs were met promptly

Computer Experience: Macintosh Platform

Adobe Illustrator

QuarkXPress

Microsoft Publisher

Adobe Photoshop

Microsoft Word

Microsoft PowerPoint

Adobe InDesign

iMovie

Microsoft Excel

Toby Phillips

toby.phillips@my.uwrf.edu, 555 First Street, River Falls, WI (555) 555-5555

EDUCATION

Bachelor of Science Degree in Biology, December 2013

Minor: Chemistry

University of Wisconsin-River Falls (UWRF)

GPA: 3.3, Dean's List, Sigma Xi National Honor Society

INSTRUMENTATION & SKILLS

Instrumentation: GC, CGMS, IR, NMR, Spectrophotometry

Skills: Tissue Embedding, Sectioning, Coliform Testing, Gram Staining, Colony Isolation

Computer Competencies: Minitab & SPSS Statistical Analysis Software

RESEARCH EXPERIENCE

Research Assistant, UWRF, 2009-Present

- Synthesized, purified, and characterized novel organic compounds for biological testing
- Explored a method of syntheses for *Rhuscholide A* and completed steps in the total synthesis strategy
- Analyzed organic compounds using IR and NMR spectroscopy

Research Participant, UWRF Laboratory Research Methods Course, River Falls, WI, 2009

- Conducted research on antibiotic inhibition of *Streptomyces* strains on various challenge isolates
- Learned and utilized laboratory techniques such as sterile technique, Rep-PCR, gel electrophoresis
- Utilized the ability to work as a member of a team, demonstrating reliability, cooperation, and commitment
- Presented research at Society for Undergraduate Research, Scholarly and Creative Activities (SURSCA) Gala

Laboratory Assistant, UWRF Biology Department, River Falls, WI, 2010-Present

- Prepared media, poured agar plates, and ran autoclave to sterilize glassware and hazardous waste
- Enhanced laboratory knowledge by cleaning and equipping the labs for Biology coursework by setting up and distributing materials
- Gained familiarity with DNA extraction and forensic labs performed by Biology students
- Demonstrated attention to detail and reliability by continually producing effective media, solvents, and other required materials

PROFESSIONAL DEVELOPMENT

- Phillips, T. (2011, April) *Charge transfer in the ammonia – hydrogen molecular complex*. Poster session at the UWRF Undergraduate Research, Scholarly, and Creative Activity Day in River Falls, Wisconsin
- Phillips, T. (2011, April) *Toward the synthesis of Rhuscholide A*. Poster session at the 2011 NCUR Conference in Ithaca, New York.
- Phillips, T. (2010, August) *Charge transfer in the ammonia – hydrogen molecular complex*. Poster session at the 240th ACS National Meeting and Exposition in Boston, Massachusetts.
- Student Member, American Chemical Society (ACS), April 2010 to present.

WORK HISTORY

Support Provider, The Common Link, St. Paul, MN, 2010-Present

Peer Advisor, UWRF Career Services, River Falls, WI, 2010-Present

Office Assistant, University Outreach Office, UWRF, River Falls, WI, 2010

Mikayla Melina

5555 198th Street North ▪ River Falls, WI 54022 ▪ (222) 555-5555 ▪ mikayla.melina@my.uwrf.edu

EDUCATION

Bachelor of Science in Marketing Communications, Minor in International Studies

University of Wisconsin-River Falls (UWRF), May 2013

INTERNATIONAL STUDY & TRAVEL

Semester Abroad, University of Giessen, Germany, Fall 2011

- Developed and enhanced German vocabulary by taking courses only taught in German
- Researched and presented findings to both German and American professors on the history of German architecture as an international study research project

Tour of Italy, Napoli, Rome, Capri, Venice, June 2010

- Toured four cities in Italy as a part of an eight day tour group, focusing on Italian culture and cuisine

MARKETING AND SALES EXPERIENCE

Marketing/Translation Intern, Sajan, River Falls, WI, February 2011-Present

- Utilized German language in translating instructional materials for companies such as 3M and Imation
- Collaborated with internal marketing teams to solicit brand ideas for the company resulting in 20% more consumer awareness of the company and its purpose
- Communicated with overseas Global Guru sister company in Frankfurt, Germany on company statistics
- Designed a page on company website for German speaking clients, utilizing knowledge of German language, grammar and culture

Marketing/Event Intern, Joslin Services, Minneapolis, MN, September 2010-March 2011

- Planned and implemented a fashion show involving store donators, student models, and assistants
- Recruited local business sponsors resulting in prizes and sponsorship exceeding goals
- Created promotional materials such as flyers, posters, PowerPoint presentations and show programs to increase attendance numbers and enhance show experience
- Acted on unplanned situations and improvised to guarantee event success
- Coordinated meeting times and rehearsals before event date to connect with participants in preparation for show

Sales Associate/Personal Shopper, Look-Your-Best Store, St. Paul, MN, January 2008-August 2010

- Assisted customers with information about quality and prices, and helped them locate items
- Recommended appropriate items and outfits for customers that would represent them positively
- Established relationships with customers resulting in repeat visits and a 35% increase in personal sales
- Strengthened communication skills working with colleagues with a variety of communication styles

Technical Skills

- Adobe Creative Suite (InDesign, Photoshop and Illustrator), Dreamweaver, Fireworks, iMovie

ACTIVITIES & VOLUNTEER EXPERIENCE

Secretary/Treasurer, International Relations Club, UWRF

Member, German Club, UWRF

Volunteer, St. Agatha's Food Shelf, St. Paul, MN

Big Sister, Big Brothers Big Sisters of Western Wisconsin, UWRF

JESSICA BROCK

4459 Johnson Way • St. Paul, MN 55406 • (763) 555-5678 • jessica.brock@my.uwrf.edu

Education

Bachelor of Science in Accounting

December 2012

The Association to Advance Collegiate Schools of Business (AACSB) Accredited

University of Wisconsin-River Falls (UWRF) | River Falls, WI

GPA: 3.7, Dean's List

Accounting Experience

Land O' Lakes Inc. | Shoreview, MN

May 2011-August 2011

Accounting Intern

- Assisted with development of monthly financial scorecards and narratives
- Supported accounting team in preparation of financial statements, budgets, and reports of up to \$400,000
- Performed material shrink and labor analysis while using high attention to detail
- Reviewed balance sheets to ensure accuracy and integrity of information and records
- Attended regular training programs to become familiar with Land O' Lakes programs
- Observed year-end physical inventory

Eide Bailly | Minneapolis, MN

January 2010-May 2010

Audit Intern

- Gained valuable audit experience assisting in the completion of numerous areas of the financial statement audit, which included planning, performing, and wrap-up procedures
- Designed template for comparative financial trend analysis to be used in analytical testing for non-profit audits
- Provided in-office support in the form of audit planning, work paper preparation, importing trial balances, and making selections for testing, among several other tasks
- Compiled and assembled client financial data in a systematic manner to later prepare related financial statements

Work Experience

UWRF Career Services | River Falls, WI

2010-Present

Career Peer Advisor

- Assisted a wide range of students and alumni with various career advice such as cover letter and resume writing and creating a professional portfolio
- Collaborated with a team of six other peer advisors on projects such as bulletin boards, career handouts and coordinating campus activities

Buck Hill Ski School | Burnsville, MN

2009-2010

Desk Assistant

- Facilitated answers to questions for a diverse population of customers as well as helped them register for appropriate ski classes while providing excellent customer service
- Collaborated and prioritized with co-workers to determine tasks for the day, such as display case arrangements and ski equipment clean up

Additional Activities & Involvements

UWRF Accounting and Finance Society | River Falls, WI

May 2009-Present

Vice President

Big Brothers, Big Sisters | Hudson, WI

November 2008-Present

Volunteer

Melissa A. Mulberry

1003 Idaho Avenue ■ River Falls, WI 54022 ■ 555-555-5555 ■ melissa.mulberry@my.uwrf.edu

PROFILE

- Ten years experience in the Marketing, Medical and Financial industries
 - Strong planner with attention to time management and problem solver who readily adapts to change, works independently and is a team player as shown by balancing a full-time professional position with night courses and assignments
 - Highly organized with great attention to detail, from conception through the finished product
-

EDUCATION

Bachelor of Science, Economics, Finance Emphasis

University of Wisconsin-River Falls, May 2013

Associate of Arts, Office Technology-Legal Secretary

Century Community and Technical College, White Bear Lake, MN

TECHNICAL SKILLS

Salesforce, IPM, RTE, Jack Henry, MS Office 2010

RELEVANT EXPERIENCE

Administrative Assistant, McGladrey, Minneapolis, MN, November 2009 – Present

- Provided high level administrative support to the members of the Consulting and Marketing teams in a fast-paced, ever-changing environment
- Supported Marketing by maintaining client information on Salesforce client management software, in addition to in-house assistance with open houses, trade shows and events
- Acted as the main contact person for RSM McGladrey's Partner Promotion process and fielded client requests and orders
- Coordinated calendars with top management and external constituents to schedule meetings
- Served as editor of "EMD Update" newsletter, distributed to over 1,300 clients nationwide
- Developed and maintained a filing system for hosting services proposals, contracts and other key documents, while sustaining client confidentiality

Patient Account Representative, Hudson Hospital, Hudson, WI, June 2007 – January 2009

- Processed insurance bills for payment of patient accounts, worker's compensation, automobile and liability claims, while ensuring correct insurance information was entered and all charges obtained were processed
- Conducted follow-up phone calls with insurance companies to ensure claim has been received and if additional information was needed

Financial Service Representative, WESTconsin Credit Union, Hudson, WI, May 2005 – May 2007

Customer Service Representative, S & C Bank, River Falls, WI, September 2004 – May 2005

Customer Service Representative, Citizens State Bank, Hudson, WI, June 2004 – May 2005

Life New Business Service Specialist, The Hartford, Woodbury, MN, August 2001 – May 2003

VOLUNTEER ACTIVITIES

St. Croix Valley Rotaract Member, 2009 – Present

Volunteer, Cedar Lake Elementary, 2008 – 2009

Volunteer, Feed My Starving Children, 2005 – 2009

Volunteer, Habitat for Humanity, Albuquerque, NM, 2004

Volunteer, St. Croix Women's Shelter, 2004

This is an example of a student who has worked in a professional field and has returned to obtain a degree. The most recent and relevant information will be highlighted in more detail while other experiences can simply be listed with dates employed.

Student with Extensive Professional Experience

Shelby Scott

1200 Foxglove Way ♦ Hudson, WI 54016 ♦ (715) 425-2222 ♦ sscott@gmail.com

SKILLS SUMMARY

- Five years successful experience in sales
- Solid written and verbal communication skills in English and Spanish
- Creative and resourceful in generating new ideas and solving problems
- Special talent for quickly developing rapport and relating with people
- Highly experienced with Microsoft Office: Access, Power Point, Publisher, and Word

EDUCATION

Bachelor of Science in Business Administration Emphasis in Marketing

University of Wisconsin-River Falls (UWRF), December 2012
McNair Scholar

SALES/CUSTOMER RELATIONS EXPERIENCE

- Helped 3M build customer relations by interviewing over 200 customers to assess needs
- Created a loyalty program for 3M customers, which consisted of gathering data, meeting with clients, and working on a team of three to complete the program
- Successfully encouraged repeat business by providing quality customer service on a daily basis
- Completed independent study on “Selling Skills” to enhance persuasive selling skills
- Ensured customer satisfaction by assisting customers with questions, concerns, quality, prices, and item locations, increasing sales by 14%

COMMUNICATION SKILLS

- Created an Access database for 3M to communicate effectively with customers
- Experienced in developing rapport with a diverse population of customers to meet their individual needs
- Designed flyers used to promote campus events to various student groups and organizations
- Raised more than \$500 through fund-raising for a non-profit organization that provided assistance to children with disabilities

MARKETING AND SALES EXPERIENCE

International Marketing Intern , 3M Puerto Rico Inc, Maplewood, MN	Spring 2011
Sales Associate , Anne Taylor, Stillwater, MN	Summer 2010
Sales Associate , Best Buy Inc., Maplewood, MN	Summer 2010
Sales Associate , Panera, Woodbury, MN	Summer 2009

ADDITIONAL EXPERIENCES

Member, Business Association
Member, Alpha Sigma Alpha

Member, International Club
National Student Exchange

Functional Resume Example
Functional resumes highlight past experiences within skill clusters and can be helpful for those with limited experience or those who are in career transition. Please note: employers often prefer the chronological format to the functional format.

Reference List

Make sure you ask each reference for permission and tell them the type of positions for which you will be applying. Supply references with position descriptions and an updated resume so they emphasize the right skills and qualifications if contacted. References appreciate receiving updates on your progress and may be able to provide leads on employment opportunities throughout the process.

Mikayla Melina

3456 198th Street North ■ River Falls, WI 54022 ■ (772) 309-8462 ■ mikayla.melina@uwrf.edu

Professional References

Ms. Sally Smith

Director

Relationship: Supervisor

Turningpoint for Domestic Abuse

220 First Street

River Falls, WI 54022

(715) 555-4654

sally.smith@tpoint.com

Mr. Scott Severson

Ski School Director

Relationship: Supervisor

Buck Hill Ski School

1200 Burnsville Parkway

Burnsville, MN 55337

(612) 555-4563

sseverson@buckhill.com

Dr. Matt Jacobson

Co-Instructor for Puentes/Bridge to Mexico

Relationship: Academic Advisor

College of Business and Economics

University of Wisconsin-River Falls

410 South Third Street

River Falls, WI 54022

(715) 425-3941

matt.jacobson@uwrf.edu