



# R E S U M E S

## For Arts & Sciences Students

### **What is a resume?**

A resume is a sales brochure about you. It describes your abilities, your experience (paid and/or unpaid), and your education. An effective resume should get you an interview.

### **Is one resume good for all jobs and internships?**

Generally no. A resume should be slanted to the job or internship you are seeking or to the industry to which you are submitting your resume. This means that you should do some research on the organization so that you know what kind of positions are available.

### **What is a chronological resume vs. a skills resume?**

A chronological resume is a listing of positions you have held, by dates, beginning with your most recent position and working backwards. The experience section in a chronological resume will include the title of the position held, name of the organization and location (city, state), dates of your employment (generally, month and year), and a description of your job responsibilities and achievements.

A skills resume lists the data that supports your job objective by skills used or major tasks performed. *Communication, Organization, Promotion, or Teamwork* are examples on which to build a skills resume.

### **What else do I need to know about resumes?**

- *Survive the scan.* Resumes often get less than one minute of an employer's time
- Use bulleted items or short sentences rather than long paragraphs.
- Do not include personal data such as height, weight, age, marital status, or your photograph.
- Typically, the length should be one page, though exceptions do exist.
- Use good quality paper. A white, off-white or buff-colored paper is desirable.
- Check for typos, spelling errors, and grammar usage. (Of surveyed college recruiters, 95% thought that poor grammar or more than one spelling error would definitely lessen interest in a candidate.)
- Include a well-written cover letter. Remember, the cover letter will act as an example of your communication skills.

### **How do I email my resume?**

- On line job search experts suggest emailing your resume and cover letter as one attachment.
- They also suggest copying and pasting both your cover letter and resume, in that order, into the body of your email. Scroll down to view the information, and make any changes, such as adding carriage returns, that may be necessary to make the document look more readable. You should include a short note in the beginning of your email message which indicates that you have both "attached" and "copied" your documents into the email message. This way, if an employer cannot open your attachment or is wary of viruses, the employer can simply scroll down to look at your credentials.

# Resume Action Verbs

## Administrative Skills

approved	collected	generated	operated	purchased	specified
arranged	compiled	implemented	organized	recorded	systematized
catalogued	dispatched	inspected	prepared	retrieved	tabulated
classified	executed	monitored	processed	screened	validated

## Communication Skills

addressed	developed	formulated	moderated	publicized	translated
arbitrated	directed	influenced	motivated	reconciled	wrote
arranged	drafted	interpreted	negotiated	recruited	
authored	edited	lectured	persuaded	spoke	
corresponded	enlisted	mediated	promoted		

## Creative Skills

acted	developed	founded	integrated	performed
conceptualized	directed	illustrated	introduced	planned
created	established	innovated	invented	revitalized
designed	fashioned	instituted	originated	shaped

## Financial Skills

administered	appraised	budgeted	developed	marketed	projected
allocated	audited	calculated	forecasted	planned	researched
analyzed	balanced	computed	managed		

## Helping Skills

assessed	coached	diagnosed	facilitated	referred
assisted	counseled	educated	familiarized	rehabilitated
clarified	demonstrated	expedited	guided	represented

## Management Skills

administered	conducted	developed	increased	produced	scheduled
analyzed	consolidated	directed	organized	recommended	strengthened
assigned	contracted	evaluated	oversaw	reviewed	supervised
attained	coordinated	executed	planned		
chaired	delegated	improved	prioritized		

## Research Skills

clarified	diagnosed	extracted	interpreted	organized	surveyed
collected	evaluated	identified	interviewed	reviewed	systematized
critiqued	examined	inspected	investigated	summarized	

## Teaching Skills

adapted	communicated	encouraged	guided	persuaded
advised	coordinated	evaluated	informed	set goals
clarified	developed	explained	initiated	stimulated
coached	enabled	facilitated	instructed	

## Technical Skills

assembled	computed	engineered	operated	remodeled	upgraded
built	designed	fabricated	overhauled	repaired	trained
calculated	devised	maintained	programmed	solved	

## *Sample Resume Headings*

### **Tamara Decenzo**

#### Current Address

Tufts University  
321 South Hall  
Medford, MA 02155  
(617) 627-1001

#### Permanent Address

28 Parker Street  
Dayton, OH 10008  
(403) 564-1876  
Tamara.Decenzo@tufts.edu

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### **TAMARA DECENZO**

Tufts University • 321 South Hall • Medford, MA 02155 • (617) 627-1001 • Tamara.Decenzo@tufts.edu

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### **TAMARA DECENZO**

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TUFTS UNIVERSITY • 321 SOUTH HALL • MEDFORD, MA 02155 • (617) 627-1001  
28 PARKER STREET • DAYTON, OH 10008 • (403) 564-1876 • TAMARA.DECENZO@TUFTS.EDU

### **Tamara Decenzo**

Tufts University ♦ 321 South Hall ♦ Medford, MA 02155 ♦ (617) 627-1001 ♦ Tamara.Decenzo@tufts.edu

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## *Chronological Resume Format*

**Name**

Email

Web site (only if it is professional sounding)

Current/School Address

City, State, Zip

Phone with area code

Home Address

City, State, Zip

Phone with area code

### **JOB OBJECTIVE (optional)**

- A statement of what you want to do and the level at which you want to do it. Include the type of industry, the level of responsibility, and your area of interest (i.e., An entry-level marketing position in the hospitality industry.)
- An objective can provide focus by helping you determine what to include on your resume. Make sure that everything on your resume supports your objective.
- If you have an objective, make it clear and specific. It is better NOT to have an objective than to have one such as "To obtain a challenging position which will allow me to use and contribute my education and job experience."

### **EDUCATION**

- List school, city and state, degree and major. Include honors and awards and study abroad institutions.
- List your GPA *if* it will help you get an interview. We suggest listing it if it is above 3.0/4.0.
- List courses especially if they are relevant to the job or internship in which you are interested.

### **EXPERIENCE**

- List organization, title, city and state, and dates.
- Use this section to market yourself. If something will help *sell* you, put it on, otherwise leave it off. A resume is not a job application – you don't have to account for everything you have ever done.
- Use action verbs when describing your experience. Use words like *managed*, *facilitated*, *created*, and *researched*. (See packet for a list of verbs.) Try to stay away from expressions like, "Responsibilities included . . ."
- Don't use long paragraphs.
- Think in terms of *accomplishments* from your previous experiences; don't merely describe *tasks*.
- Include volunteer work, academic, or extracurricular projects. This information can also be included in a separate section.
- Don't use "I", "my" and other personal pronouns. Save these for the cover letter.

### **SKILLS**

- Include computer, technical, or language skills.

### **ACTIVITIES (optional)**

- You may also use titles such as "VOLUNTEER EXPERIENCE," "HONORS AND AWARDS," "PROFESSIONAL ORGANIZATIONS," and "ACHIEVEMENTS."
- List college activities and student organizations. Include leadership roles and special events. May also list professional affiliations.

### **INTERESTS (optional)**

- Optionally list your interests such as sports, travel, and hobbies. Be fairly specific and only list them if you think they will help market you.

### **REFERENCES**

- Do not put "References available on request." At the bottom of your resume. Have a separate reference sheet available. (See packet for sample.)

## **Linda Sole**

Tufts University, 200 Tilton Hall, Medford, MA 02155, (123) 555-555  
17 Cyr Circle, Saratoga Springs, NY 12866, Linda.sole@tufts.edu

### **OBJECTIVE**

A summer internship working with children with special needs

### **EDUCATION**

**Tufts University**, Medford, MA

Bachelor of Science in Psychology, expected May XXXX

G.P.A. 3.75, Dean's List

*Course work includes:*

- Introduction to Psychology
- Statistics for Psychology Majors
- Personality Theories
- Social Psychology

**Saratoga Springs High School**, Saratoga Springs, NY

Regents with Honors Diploma, June XXXX

National Honor Society, President, XXXX

Math Honor Society, Vice-President, XXXX

### **COMMUNITY SERVICE**

Tufts University Leonard Carmichael Society, (Volunteer Organization) July XXXX- present

- Second grade math tutor

Children's Museum Volunteer, Saratoga Springs, NY, January-April XXXX

Economic Opportunity Council, Saratoga Springs, NY, September-October XXXX

- Food pantry volunteer, children's summer lunch program volunteer

Peer Leadership – DARE, Saratoga Springs, NY, XXXX-XXXX

### **EMPLOYMENT**

**Serenity Housing**, Ballston Spa, NY

Receptionist, June-August XXXX

- Greeted clients, answered phones, assisted customers

**Aramark, Saratoga Performing Arts Center**, Saratoga Springs, NY

Concession stand cashier, June-August XXXX

### **ACTIVITIES & ATHLETICS**

Intramural Soccer, Tufts University, XXXX- present

Co-captain and Mentor, High School Cross Country and Track Team, XXXX

Psychology Club, Saratoga Springs High School, XXXX

Saratoga Springs High School Yearbook, Assistant Editor, XXXX-XXXX

Spirit Club, Saratoga Springs High School, XXXX

### **SKILLS**

Computer: Microsoft Word, Excel, VBA, PowerPoint, AutoCAD

Languages: Proficient in Spanish

### **INTERESTS**

Skiing, soccer, basketball, hiking, reading, movies

## **Andrea L. Carrey**

120 Princeton Street, Apartment 2  
Medford, MA 02155  
617-665-9856  
andrea.carrey@tufts.edu

### EDUCATION

**Tufts University**, Medford, MA  
Bachelor of Arts, expected May XXXX  
Double Major: History and Classics  
GPA: 3.35

**Brentwood High School**, Pittsburgh, PA  
Graduated June XXXX in top 5% of class

### EXPERIENCE

**Tufts Educational Day Care Center**, Somerville, MA  
Volunteer, fall XXXX

- Planned recycling project with class of 4-5 year-old children
- Assisted teachers with station setups and general classroom responsibilities
- Guided children with free time activities including reading, crafts, discussion, clean-up

**Tufts University New Student Orientation**, Medford, MA  
Peer Academic Leader, September XXXX

- Helped prepare incoming students for their transition into Tufts University

**Tennis Camps at University of Pittsburgh**, Pittsburgh, PA  
Tennis Instructor, summer XXXX

- Instructed preliminary coordination for 5 year-old children
- Taught tennis skills for 10 year-old children

**Pittsburg Youth Program**, Pittsburgh, PA  
Recreation Supervisor, summer XXXX

- Supervised peer counselors in daily activities and acted as liaison to Camp Director and staff
- Led field trips and special activities to promote community and collaboration among counselors

### ACTIVITIES

- Tufts University Ultimate Frisbee Team, member, September XXXX-present
- Tufts University Mountain Club, member, September XXXX -present
- First Aid Certified

### SKILLS

Computer: Microsoft Office including Word, Excel, PowerPoint, Access, FrontPage  
Language: Working knowledge of Spanish and French

# George Fine

Current: Tufts University • 201 Carmichael Hall • Medford MA 02155 • Cell: 908-767-435  
Permanent: 10 Hills Avenue • Ridgedale, NJ 98908 • [George.fine@tufts.edu](mailto:George.fine@tufts.edu)

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- Objective** A Summer XXXX internship
- Education** **Tufts University**, Medford, MA
- Bachelor of Science in Mathematics, May XXXX
  - GPA: 3.32
- Ridgedale High School**, Ridgedale, NJ
- Graduation: June XXXX
  - National Honor Society President
- Experience** **Tufts University Audiovisual Department**, Medford, MA, Jan. XXXX -Present  
*Student Assistant*
- Coordinate logistics for campus events
  - Videotape campus speakers and concerts
- Tufts University Jackson Gymnasium**, Medford, MA, Sept. XXXX -Dec. XXXX  
*Student Assistant*
- Checked identification of gym patrons
  - Organized equipment room
- South Shore Music Circus**, Quincy, MA, Sept. XXXX –April XXXX  
*Secretary and Waiter*
- Provided telephone and administrative support
  - Assisted with food service, organizing orders to ensure a fast delivery
- Joe's Restaurant**, Ridgedale, NJ, Sept. XXXX –Aug. XXXX  
*Server*
- Adapted to individual personalities to assure customer satisfaction
  - Interacted with owner and staff to produce quality team work and open communication
- Computer** Microsoft Word, Excel, PowerPoint, Access
- Activities** Tufts University Bias Awareness Team, Present  
Ridgedale High School Yearbook Committee, Assistant Editor, April–June XXXX  
Ridgedale High School Math Society and Competitive Member, XXXX – XXXX  
Ridgedale Community Service Volunteers, Sept. XXXX –June XXXX

**David Gillis**  
David.gillis@tufts.edu  
4 Kristen Road  
Medford, MA 02155  
(516) 455-0678

## **OBJECTIVE**

An internship in a field with exposure to political science and international relations

## **EDUCATION**

**Tufts University**, Medford, MA  
Bachelor of Arts in Economics, May XXXX

**Elizabeth Academy**, Billerica, MA, June XXXX  
National Honor Society

## **RELEVANT COURSEWORK**

Econometrics, Economy of Latin America, Advanced Spanish Conversation, The History of the Spanish Language

## **LANGUAGES**

Bilingual in English and Spanish

## **EXPERIENCE**

**Children's Hospital, Brooklyn, NY, June-August XXXX**

*Translator Intern*

- Accompanied physicians on rounds
- Translated conversations between patients and doctors
- Answered telephones from Spanish speaking callers
- Translated documents and forms using Spanish language

**The Nevada Club, Wilmington, MA**

*Assistant Field Manager*, July-August XXXX

- Managed a crew of 10-15 employees
- Voted "Employee Nightly" Award on 3 separate occasions

*Customer Service*, Jan-May XXXX

- Assisted more than 2000 patrons weekly

**The Great Wall Restaurant, Woburn, MA, May-August XXXX**

*Host and Waiter*

- Worked in kitchen, set tables, and greeted people

## **LEADERSHIP**

Tufts Environmental Club, President, September XXXX -present

Youth Group Leader, Wilmington Baptist Church, Wilmington, MA, XXXX -present

Tufts University Latino Center, Peer Leader, September XXXX -present

## **SKILLS**

*Computer:* Microsoft Word, PowerPoint, Excel, HTML



## Jared Johnson

Current Address:  
234 Powderhouse Blvd.  
Medford, MA 02154  
(617) 627-8888

Permanent Address:  
5677 Brand Ave.  
Mycity, PA 13456  
jared.johnson@tufts.edu

### EDUCATION

**Tufts University**, Medford, MA  
Bachelor of Arts Degree May XXXX  
Major: Economics, Minor: Political Science  
Economics GPA: 3.64

**Temple University**, Philadelphia, PA, September XXXX -June XXXX

### EXPERIENCE

**Tufts Leadership Institute**, *Program Intern*, Medford, MA, September XXXX -Present

- Assist in the development and implementation of the programs and events within the Tufts Leadership Institute including program planning, publicity, logistics and implementation
- Coordinate the marketing campaign, highlighting the availability of leadership programs to Tufts students
- Educate the Tufts community about student organization achievement and the benefits of involvement

**Fidelity Investments**, *Intern*, National Financial Services Division, New York, NY, May-August XXXX

- Conducted extensive research and thorough evaluations for potential corporate sponsorships of various non-profit organizations
- Created web pages using HTML and JavaScript for a Fidelity intranet website
- Helped train employees on the use of the new intranet

### ACTIVITIES

**Black Men's Group**, *Chairman of Events*, Medford, MA, September XXXX -Present

- Arrange for monthly guest speakers and organize the end-of-the-year awards banquet

**Spirit of Color**, *Treasurer*, Medford, MA, January XXXX -Present

- Handle all financial records for this performing arts group
- Maintain a budget of \$3000

**All Stars**, *Founder and Coordinator*, Philadelphia, PA, May XXXX -June XXXX

- Founded program in 2001 which has grown from 5 to over 50 members
- Provided role models for inner-city youth in the Greater Philadelphia area
- Planned bi-monthly events for youth and mentors participating in the program

### SKILLS

**Computer:** Proficient in HTML, MS Office, Adobe Acrobat, FileMaker Pro, PageMaker  
**Language:** Proficient in French, Conversational Spanish

### INTERESTS

Investments, writing, web page creation, reading biographies of political leaders, travel

# Charles Souza

## Current Address

143 Hillside Apartments  
Medford, MA 02155  
(617) 212 8762

## Permanent Address

10 Waterside Plaza, 17D  
New York, NY 10010  
chuck@hotmail.com

## EDUCATION

**Tufts University**, Medford, MA,  
Bachelor of Arts degree expected May XXXX  
Major: International Relations, Minor: Communications and Media Studies  
GPA: 3.5/ 4.0, Honors: Dean's List, Golden Key National Honor Society, Political Science  
National Honor Society, Wendell Philips Speaking Prize finalist

**Universidad de Blas Pascal**, Cordoba, Argentina, Fall XXXX  
Subjects studied: History of Latin America, Argentine Culture, Communications

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## COMMUNICATIONS EXPERIENCE

**WBUR Radio. Boston, MA** – *Sunday "Morning Edition" Writer, Paid Intern* June-July XXXX

- Write and conduct phone interviews for Monday's *Morning Edition*
- Work with host and staff of *Here and Now*, writing introductions and questions, setting up interviews and recording vox

**TUTV. "Perspective." Tufts University, Medford, MA** – *News Director, Producer* September XXXX -present

- Created campus news show on university network
- Write scripts, shoot video, direct tapings, coordinate stories, and act as liaison to the University and other campus media

**A2S2 Digital Projects. "IntellectualCapital.com." Washington, D.C.** – *Editorial Assistant* May-August XXXX

- Developed and maintained political section covering major senatorial and gubernatorial campaigns
- Researched stories using Internet resources

**Office of Senator John F. Kerry (D-MA). Washington D.C.** – *Press Intern* January-May XXXX

- Wrote press releases and media advisories.

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## ADDITIONAL EXPERIENCE

**Career Services, Tufts University, Medford, MA** – *Student Assistant* September XXXX -present

- Updated student data and assisted with recruiting scheduling

## Various Part-time Positions

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- Waiter, web page designer, landscaper

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## SKILLS

- Computers: Microsoft Word, Excel, Adobe Photoshop (video editing)
- Fluent in Spanish, written and oral
- General knowledge of video and radio equipment

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## EXTRACURRICULAR ACTIVITIES

**Tufts Office of Admissions:** Tour Guide, Student Panelist

September XXXX -present

**200X National High School Model United Nations Conference**

June XXXX

**Paul Carroll**  
Paul.carroll@tufts.edu

Current Address:  
Tufts University  
South Hall  
Medford, MA 02155

Permanent Address:  
28 Parker Street  
Dayton, OH 10008  
(403) 564-1876

## EDUCATION

**Tufts University**, Medford, MA  
Bachelor of Arts Degree in English, May XXXX  
GPA: 3.5/4.0  
*Dean's List, Alfred Neumann Memorial Scholarship*  
*Relevant Coursework: Writing for the Media, Topics in Politics in the Media*

**Tufts in Talloires**, Talloires, France  
Study Abroad Program, Spring 200X

## EXPERIENCE

**Aidekman Arts Center, Tufts University** Medford, MA  
Assistant Box Office Manager Sept. XXXX -Present

- Operate box office for general ticket sales and performances
- Balance receipts and verified reports at close
- Maintain record of 150 season ticket holders and organize processing of patrons' tickets

**NBC Television** New York, NY  
Intern - Public Relations June-Aug. XXXX

- Compiled press clippings for distribution to company executives
- Worked with Director to formulate press kits for *Friends* and *The Today Show*
- Edited synopses for episodes of *Friends*

**Leonard Carmichael Society, Tufts University** Medford, MA  
Treasurer and Volunteer Sept. XXXX -Present

- Assist with Learn to Read Program in Medford Public School System
- Elected Treasurer of the largest student volunteer organization on campus

## ACTIVITIES

**Tufts Daily**, Sports Writer Sept. XXXX -Present

- Independent student newspaper

**Tufts University Hillel** Dec. XXXX -Present

**Tufts Community Union Senate** Sept. XXXX -Present

## SKILLS

Computer: MS Office, MS Publisher, Adobe Photoshop  
Languages: Fluent in French and Sign Language

## INTERESTS

Running Marathons, Playing Piano, Writing

## **Emily Anne Thomas**

66 Mayhew Drive ■ Plymouth, MA 04759

Email: Emily.Thomas@tufts.edu ■ Cell: (617) 881-0044

### **EDUCATION**

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#### **Tufts University, Medford, MA**

Bachelor of Arts expected May XXXX

**Major:** International Relations **Minor:** Political Science

GPA: 3.62, Dean's List all semesters

#### **University College London, London, England**

Study Abroad Program XXXX Academic Year

Direct enrollment in University of London Philosophy Program

### **NEWS & POLITICAL EXPERIENCE**

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#### **American Israel Public Affairs Committee (AIPAC), Washington, DC**

*New England Region Intern, XXXX*

- Researched Middle Eastern government policy, organized voting records, coordinated donor outreach project, planned and organized lobbying efforts for Boston students
- Coordinated and led panel at AIPAC's Non Partisan Student Campaign Training Institute, Kennedy School of Government, Harvard University
- Spoke and led sessions at AIPAC's Saban Conference. Led workshop titled: "The College Democrats and College Republicans Role in the Political Process"

#### **Rock the Vote, Boston, MA**

*Press Runner, XXXX*

- Volunteered for CNN at the *Rock the Vote* Democratic debates in Boston
- Press Runner for the debate moderator, Anderson Cooper

### **LEADERSHIP**

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#### **Tufts College Republicans, Medford, MA**

*Secretary, XXXX*

- Coordinated outreach and interaction with campus community, advertising on campus and with local media, and distribution of a bi-monthly newsletter
- Facilitated underclassman involvement in the Tuft's Republicans
- Student Guest of the RNC's winter meeting in Washington, DC

#### **Tufts Hillel, Medford, MA**

*Executive Board Member, XXXX*

- Educated campus community about Israel and the situation in the Middle East.
- Communicated with all other cultural and religious groups on campus.
- Produced the Hillel Monthly Events Calendar, fluent in Adobe Page Maker

### **SKILLS**

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Proficient in French & Hebrew

**CASEY JANE WHEELER**  
Tufts Address ▪ City State Zip ▪ phone  
Home Address ▪ City State Zip ▪ email address

## EDUCATION

**Tufts University**, Medford, MA  
Bachelor of Arts Degree, expected May 20XX  
Major: English. Minor: Africa in the New World

**University of Cape Town and University of Witwatersrand**, South Africa, Fall 20XX  
Duke University, Organization for Tropical Studies

## NONPROFIT EXPERIENCE

**AIDS Action Committee of Massachusetts**, Boston, MA  
*Public Policy Intern*, September, 20XX - Present

- Collaborate with community and legal resources to lobby for policy changes
- Designed survey tool for HIV-positive clients to determine critical needs
- Synthesized and interpreted data; created/delivered powerpoint presentation

**Dorchester Alternative School**, Dorchester, MA  
*Intern*, May - August 20XX

- Taught language skills to urban students with disciplinary backgrounds
- Collaborated with staff to develop and implement academic and recreational programs, from literacy improvement to field trips
- Created weekly email newsletter to update and engage parents

**Massachusetts Association for the Blind**, Brookline, MA  
*Volunteer*, January – May, 20XX

- Assist blind individuals with reading, shopping and clerical tasks
- Record books and printed material onto tapes

## LEADERSHIP & CAMPUS ACTIVITIES

**Tufts Daily**, *Contributing Writer*, January, 20XX - Present  
**Jackson Jills**, *Business Manager*, Tufts oldest female a cappella group, 20XX - XX  
**Tufts University Admissions**, *Tour Guide*, January, 20XX – May, 20XX

## EMPLOYMENT

**Tufts Career Services**, Medford, MA, *Student Assistant*, September 20XX - Present  
**Retail and Restaurant Employment**, Summers and part-time, 20XX - Present

## SKILLS

**Computer:** Microsoft Office  
**Language:** Proficient in basic Swahili. Conversational French

**Kevin Egbert**  
23 Avon Street  
Medford, MA 02155  
(617) 628-9899  
kevin.egbert@aol.com

## REFERENCES

Mr. George Manager  
Marketing Director  
Ad Company  
540 Lexington St.  
Waltham, MA 02542  
781-593-6117  
georgem@ad.com

Ms. Carla Prof  
Assistant Professor  
Department of Economics  
Tufts University  
Medford, MA 02155  
617-627-2307  
Carla.Prof@tufts.edu

Ms. Gale Super  
Training Supervisor  
XYZ Company  
49 Brattle St  
Cambridge, MA 02138  
617-864-2222  
*Ms. Super was my direct supervisor at Ad Company in 2001.*

### Important Tips:

- Always ask the person *before* you list them as a reference, and make sure they know what to talk about and that it is positive. Provide them with a resume and background on the experience or the situation you shared so they can speak intelligently about you. Let them know where you are applying.
- Use no more than four references.
- Have at least two employment-related references. If using faculty, make sure he/she is someone who knows you and not just a teacher of a favorite class.
- Use the same color/quality of paper for the reference sheet as you do for your resume.
- Put your name at the top of the page in case it gets separated from your resume.
- When you do use a reference that is not clearly related to jobs and education listed on your resume, identify that person with a short phrase.
- For many jobs, references will give a verbal recommendation in a telephone call. Written recommendations will be asked for as “letters of recommendation.”

# How to Describe Basic Jobs

**Here are a few examples of job descriptions that you might overlook:**

## **Waiter/Waitress**

- Interacted with owner and staff to produce quality teamwork and open communication
- Assured customer satisfaction. Diffused stressful situations with customers
- Demonstrated adaptability to high pressure environment with strict time restraints
- Trained new staff and handled weekend scheduling

## **Retail Jobs**

- Chosen for maturity and decision-making abilities to open and close store
- Utilized dependability and integrity in handling quantities of cash for bank deposits
- Demonstrated impeccable customer relations techniques
- Analytical and research skills were enhanced in tracking department and store sales

## **Bank Teller**

- Handled customer transactions during the busiest hours. Demonstrated organizational abilities and flexibility
- Combined analytical abilities with interpersonal skills in dealing with complex transactions and diverse population
- Assigned to complete bank balances requiring acute time management as well as accurate mathematical skills

## **House Painting Business**

- Painted interior and exterior of private homes
- Used creativity and design experience to make recommendations to homeowners about colors, styles, and features