

Tina Teacher
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1111 Michigan Ave., Grand Rapids, MI, 22222

Education

Bachelor of Arts, Hillsdale College, Hillsdale, MI *Graduation: May 2013*
Major: Latin Minors: Classical Education; Greek
GPA: 3.443 (4.0) Credits: 106.00 Dean’s List: 3 Semesters
Earned 84% of college expenses through scholarship, campus and summer employment

Study Abroad: Oxford University *Summer 2012*
Tutorial Topic: Educational Philosophy in Classical Latin

Professional Preparation

Coordinator, Latin Program; Hillsdale Preparatory School *Spring 2010 – Spring 2012*

- Coordinated teacher teams, recruited new teachers, coordinated transportation
- Compiled curriculum and created the Program’s Mission Statement
- Gathered a binder of instructions, checklists, and procedures for future coordinators
- Organized informational meetings between professors and student teachers for classroom management tips and advice prior to student teachers’ first day in the classroom
- Created and compiled worksheets for 3rd grade Latin Curriculum based on an existing curriculum

Student Teacher, Latin Program; Hillsdale Preparatory School *Spring 2010 – Spring 2012*

- Taught 2nd and 3rd grade Latin twice a week; total 100 min./week in the classroom

Latin Tutor, Hillsdale College *Fall 2012 – Present*

- Teach Vergil’s *Aeneid* to a high school student in preparation for the AP Exam
- Master the material in preparation for lessons
- Evaluate student’s work according to clear standards and expectations

Activities/Honors

Secretary/Member; Eta Sigma Phi – Classics Honorary *August 2011 – April 2012*
Co-Leader; Weekly Bible Study for Freshmen Women *August 2011 – Present*
Member; Hillsdale Christian Fellowship *August 2011 – Present*
Volunteer Nursery Worker; Pine Ridge Bible Church *August 2010 – Present*

Employment

Student HOST, Institutional Advancement *August 2012- Present*

- Represent the College to visiting Alumni and Friends of the College

Resident Assistant, McIntyre Dorm and Mauck Hall *August 2010 – May 2012*

- Selected for character, approachability, leadership skills, and initiative
- Organized academic, philanthropic and social events to foster dorm life and outreach
- Oversaw dorm visitation and logistics; acted as liaison to Dean’s Office and Maintenance

Marketing Intern, Invisible Fence Brand *June – August 2011*
Student Archivist, Mossey Library, Hillsdale College *October 2011 – December 2011*
Student Worker, Mossey Library *Fall 2010 – 2012*

Resumes

A HILLSDALE COLLEGE CAREER SERVICES GUIDE

QUICK ANSWERS

Why Develop a Resume?

The purpose of your resume is to introduce you to prospective employers. While its end purpose is to get you a job, your objective is to obtain an interview.

Since your resume is your personal marketing tool, it is critical that your resume be well organized in an attractive manner in order to draw the attention of a busy employer.

Should I use a resume wizard or template?

We do not recommend using a resume wizard or template, whether through Microsoft Word or through another program, to create your resume. Although wizards and templates make creating a resume easy, they are often difficult to format or make changes to later. For assistance with creating and formatting a professional resume, contact Career Services.

Is it “resume” or “résumé”?

The short answer is that both are right. Dictionaries disagree on which is preferred. A good rule of thumb is to see how a potential employer spells it on job listings and applications and to follow suit.

IN THIS GUIDE

Quick answers.....1
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Hillsdale College Career Services
Old Knorr Student Center
33 E. College St.
Hillsdale, MI 49242
(517) 607-2457
careerservices@hillsdale.edu

PURPOSE

Your Personal Marketing Tool

“You never get a second chance to make a first impression. A resume is your entry into the job race. It is your chance to sing your own praises and make an employer sit up and take notice. So, it’s worth taking some time to perfect it. A concise resume should move you closer to the interview process.”

Manpower

MAJOR RESUME COMPONENTS

The following are headings commonly found on resumes. Include only the sections that are appropriate for you.

Contact Information

List your name, address, telephone number, and college or professional e-mail address. If you live on campus, include your current and permanent addresses. Include your cell phone number and create a professional message for your voicemail.

Objective

An objective is a concise, specific statement of exactly what you want to pursue. It is better to omit an objective than to use one that is too broad or irrelevant to what you are seeking.

Education

List Hillsdale College with your degree and graduation date. If your GPA is at or above 3.0, include it, along with semesters abroad, language skills, or other specialized expertise or training.

Work or Relevant Experience

This is a significant part of your resume. This section should include

both paid and unpaid work. It should reflect skills that would be desired for the position you are seeking.

Campus/Volunteer Activities

You may reveal additional transferable skills (e.g., leadership qualities, budget responsibilities, and program development) by listing and describing your campus activities, leadership roles, and volunteer work.

Relevant Skills and Courses

This is an optional section in which you may list or describe relevant skills (e.g., computer languages, laboratory skills, artistic skills, or foreign languages) or courses covering topics relevant to the position.

Honors and Awards

This may be either a sub-category under education or its own category. You may mention the Dean's List, academic honors, prizes for leadership,

or other achievements highlighting special abilities.

Publications

List any articles, books, or manuscripts that you have published. Identify your publisher or journal.

Interests or Other Facts

This optional category can provide an employer with a more complete picture of you and your background. Personal interests can help students establish a common interest with certain employers.

The One-Page Rule

Remember to limit your resume to a single page unless you are sending it with an application for graduate school or for a teaching position.

Rosie General

rgeneral@hillsdale.edu
(517) 000-0000

Permanent Address

123 Seventh Heaven Rd.
Glorious, MI 48837

College Address

000 Hillsdale St.
Hillsdale, MI 49242

EDUCATION

Bachelor of Arts, Hillsdale College, Hillsdale, MI
Major: Political Economy Minor: History
Cumulative GPA: 3.41

May 2014 (expected)

Dean's List: Fall 2011, Spring 2012, Fall 2012

INTERN EXPERIENCE

Republican Policy Office, MI House of Representatives, Lansing, MI

May 2012 – Aug. 2012

- Conducted research in several different areas of legislative interest in a timely manner.
- Composed objective bill analyses and edited bill analyses authored by policy advisors.

EMPLOYMENT

Student Affairs Mentor, Hillsdale College, Hillsdale, MI

April 2012 – Present

- Provide instruction and guidance for students regarding personal and professional development.
- Collaborate with eight other mentors and college staff to promote programs and services.

Student Ambassador, Admissions Office; Hillsdale College, Hillsdale, MI

Feb. 2012 – Present

- Conduct campus tours and host prospective students and families while communicating Hillsdale College's mission as well as the purpose of Hillsdale's classical liberal arts education.

General Student Manager, Bon Appetit; Hillsdale College, Hillsdale, MI

April 2011 – May 2012

- Delegated tasks, hired staff, created student work schedules, and mediated disagreements.

LEADERSHIP

Pi Beta Phi Women's Fraternity

- Vice President of Member Development, Executive Council

Jan. 2013 – Present

- Serve as the second-in-command for the Fraternity
- Advance personal and intellectual growth of approximately 80 chapter members through academic support programming and "Leading with Values" seminars.

- Leadership Nominating Committee

Jan. 2012 – Oct. 2012

- Nominated members of the Fraternity for chapter leadership positions and awards.

- Philanthropy Committee

Sept. 2011 – Feb. 2013

- Aided in organizing fundraising events by undertaking responsibilities and ensuring the completion of designated tasks.

Greek InterVarsity; Leadership Team

Aug. 2012 – Present

- Organize outreach events, promote Pi Beta Phi's Bible Study, invite alumni speakers, and work to support Hillsdale Christian Fellowship activities.

ACTIVITIES

Hillsdale Reading Program Volunteer, Bailey Elementary School

Feb. 2013 – Present

Praxis Political Economy Club Member

Feb. 2013 – Present

Clarinetist, Hillsdale College and Community Orchestra

Jan. 2010 – Nov. 2012

Domestic Harmony Volunteer

Sept. 2010 – Sept. 2012

Action Verbs – Target your resume to employers by using any of the following action verbs.

MANAGEMENT SKILLS

- administered
- analyzed
- assigned
- attained
- chaired
- contracted
- consolidated
- coordinated
- delegated
- directed
- evaluated
- executed
- improved
- increased
- organized
- oversaw

- planned
- prioritized
- produced
- recommended
- reviewed
- scheduled
- strengthened
- supervised

TEACHING SKILLS

- adapted
- advised
- clarified
- coached
- communicated
- coordinated
- developed
- enabled

- encouraged
- evaluated
- explained
- facilitated
- guided
- informed
- initiated
- instructed
- persuaded
- stimulated

CREATIVE SKILLS

- conceptualized
- created
- designed
- developed
- directed
- established

- fashioned
- founded
- illustrated
- instituted
- integrated
- introduced
- invented
- originated
- performed
- planned
- revitalized
- shaped

CLERICAL/DETAIL SKILLS

- approved
- arranged
- catalogued

- classified
- collected
- compiled
- dispatched
- executed
- generated
- implemented
- inspected
- monitored
- operated
- organized
- prepared
- processed
- purchased
- recorded
- retrieved
- screened
- specified

Francis Freshman

ffreshman@hillsdale.edu

(123)456-7890

123 Michigan Ave.

Holland, MI, 49334

123 Hillsdale St.

Hillsdale, MI 49243

EDUCATION

Hillsdale College

Hillsdale, MI

Bachelor of Arts; Intended Majors: English and Spanish

Cumulative GPA: 3.45 (4.0) *Dean’s List*

Expected Graduation: May 2019

Holland High School

Holland, MI

Valedictorian; Captain of basketball team with 3 varsity letters and all-state honors; National Honors Society

Graduation: June 2015

EMPLOYMENT

Hillsdale College Career Services

Hillsdale, MI

Student Assistant

- Direct students and visitors to office materials and online resources

- Manage appointments, incoming calls and office e-mail

- Track distribution lists and attendee registration for job fairs and on-campus events

2015-Present

Hillsdale College Institutional Advancement

Hillsdale, MI

Student HOST

- Represent the College to visiting alumni and friends of Hillsdale College

2015-Present

YMCA

Holland, MI

Assistant Basketball Coach

- Coached a middle-school age basketball team for two seasons

- Encouraged teamwork, dedication and skill-building

2013-2015

ACTIVITIES

The Collegian

Staff Writer

Community Sports Outreach GOAL Program

Volunteer

Hillsdale College Intramural Sports

Basketball and Football Player

Holland High KEY Volunteerism Club

Vice President

High School Yearbook

Content Contributor

2015-Present

2015-Present

2015-Present

2011-2015

2011-2015

SKILLS

Strong knowledge of Microsoft Word, Excel, Access, and PowerPoint
Familiar with Adobe Dreamweaver, Photoshop, and Illustrator
Basic proficiency in Spanish

CREATING A REFERENCE PAGE

Who should serve as your references

In selecting people to serve as references for you, think about what those individuals know about you and whether they can knowledgeably discuss your work-related qualities:

- Past and present employers can speak to your honesty and integrity, reliability, initiative, quickness to learn and take on responsibility, and ability to work with others.
- Faculty members know about your academic ability, productivity, timeliness, honesty, and integrity. They may also have observed how you work with others.

- Advisors and coaches can describe your honesty and integrity, maturity, initiative, interpersonal skills, and leadership qualities.
- Do not list references who only know you in a social capacity. Family friends may have nice things to say about you, but employers do not value this kind of reference.

Getting permission from your references

- Ask potential references for permission to use their names IN ADVANCE.
- NEVER list a reference without that person’s permission.
- Verify all details of your references’ contact information, including spelling of names, titles, addresses, phone numbers, and e-mail addresses.

- Keep your references well-informed. This will help them serve as better references for you.
- Thank all references in writing for their assistance.
- DO NOT view communicating with your references as bothering them. Brief, cordial e-mail or phone messages show professionalism and appreciation for your references.

When to give your reference list to a prospective employer

- Generally, you should provide reference information only when you are asked to provide it.

- If you reach the interview stage and have not been asked for references, you may offer your reference list.

Where to list references

- DO NOT list your references on your resume.

- DO list your references on a curriculum vitae.

Reference page

- Create a reference page. Include each reference’s full name, title, and organization and all contact information.

- Your name and contact information should be at the heading of the page just as on your resume.

- systematized
- tabulated
- validated

FINANCIAL SKILLS

- administered
- allocated
- analyzed

RESEARCH SKILLS

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

- appraised
- audited
- balanced
- budgeted
- calculated
- computed
- developed
- managed
- marketed
- planned
- projected
- researched

HELPING SKILLS

- assisted
- clarified

- coached
- counseled
- demonstrated
- educated
- facilitated
- guided
- referred
- rehabilitated

COMMUNICATION SKILLS

- addressed
- arranged
- authored
- corresponded
- developed
- directed
- drafted
- edited
- enlisted

- formulated
- influenced
- interpreted
- lectured
- mediated
- moderated
- motivated
- negotiated
- persuaded
- promoted
- publicized
- reconciled
- recruited
- spoke
- translated
- wrote

TECHNICAL SKILLS

- assembled
- built

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

Arthur Athlete

45454 Michigan Ave.
Glorious, MI 48123

123-456-2000
a.athlete@gmail.com

Education

BACHELOR OF ARTS, Hillsdale College, Hillsdale, MI
MAJOR: Finance, Spanish GPA (4.0): 3.448 Dean’s List: 6 Semesters
Omicron Delta Kappa – National Leadership Honorary

May 2014

STUDY ABROAD: Veritas Universidad, Espanol para negocios (Business Spanish)
4 week course entirely in Spanish to acquire business Spanish experience

June 2011
San Jose, Costa Rica

LANGUAGE: Professional Working Proficiency in Spanish

Work History

STUDENT AFFAIRS MENTOR
Hillsdale College Career Services

August 2011 – Present
Hillsdale, MI

- Assist and encourage students in preparing for their future
- Maximize students’ ability to utilize the abundant resources of the Career Services Office
- Consult with students regarding resumes, cover letters, and interview skills

INTRAMURAL REFEREE
Hillsdale College Athletics

January 2010 – February 2013
Hillsdale, MI

RETAIL SALES MANAGER
Totes Clothing & Tailoring

January 2007 – February 2013
Dearborn, MI

- Facilitated Customer Relations with friendly, welcoming charisma
- Organized and stocked inventory

CROSSFIT COACH INTERN (Personal Trainer)
Plymouth CrossFit

May 2010 – August 2011
Canton, MI

- Learned to encourage my clients while pushing them to challenge themselves
- Gained knowledge of current workout techniques for different body types and abilities

Extracurricular Activities

NCAA Division II HILLSDALE COLLEGE BASKETBALL

August 2009 – Present

- Academic All-GLIAC; Athletic Scholarship Recipient
- Balanced rigorous academic schedule with 20+ hours of weekly hours of athletics
- Demonstrated teamwork and persistence throughout challenging seasons

HILLSDALE INTERVARSITY CHRISTIAN FELLOWSHIP

August 2009 – Present

STUDENT ATHLETIC ADVISORY COMMITTEE

August 2010 – Present

ATHLETES IN ACTION VOLUNTEER

June 2011

- Traveled to Columbia, South America to instruct underprivileged children in basketball and compete against club and national teams

BOBBIE BUSINESS

1234 Shadow Ridge Road • Lincoln, Nebraska 68500
bbusiness@gmail.com • (123)456-7890

EDUCATION: Bachelor of Arts, Financial Management and Graphic Design (Minor)
Hillsdale College, Hillsdale, MI
Cumulative GPA: 3.75 (4.0) *Dean’s List*

Spring 2016 (Anticipated)

EMPLOYMENT

Financial Services Intern, Wells Fargo; Lincoln, NE

Summer 2013

- Interacted directly with 20 clients in identifying investment solutions
- Worked closely with a program manager mentor in identifying strengths and developing skills

Communications Intern, Barney & Barney Insurance Firm; San Diego, CA

Summer 2014

- Created 15+ external communication pieces including case studies for web and print, blog posts, and a new benefits communication template
- Coordinated internal communication projects for the Employee Benefits Division including the Quarterly Bulletin, PowerPoints, and LinkedIn Trainings
- Developed a marketing campaign for “Member experience” across multiple channels (web, print, blog, PowerPoint etc.) for use by Sales & Service teams
- Secured \$75,000 in sponsorships for Barney & Barney's “Rock the Foundation” charitable event

Student Affairs Mentor, Career Services; Hillsdale College

Fall 2013—Present

Student Ambassador, Admissions Office; Hillsdale College

Fall 2013—Present

Crew Member, Cold Stone Creamery, Lincoln, NE

Summers and breaks, 2011— Present

- Create and serve daily batches of ice cream
- Engage with every customer in a friendly, welcoming and professional manner

Resident Assistant, Dean of Women’s Office; Hillsdale College

Fall 2013— Spring 2014

Student Assistant, Career Services; Hillsdale College

Fall 2012— Spring 2013

EXTRACURRICULAR ACTIVITIES

President, Student Federation; Hillsdale College

Fall 2014— Present

- Elected to oversee 20 representatives in allocating student fees to clubs and organizations
- Conduct meetings, manage 6 committees, and communicate with faculty, administration and the student body

Treasurer, Student Federation; Hillsdale College

Fall 2013— Fall 2014

- Chaired Finance Committee, formulated and presented annual budget of \$100,000, and managed income and disbursements

Volunteer, Adopt-A-Grandparent; Hillsdale, MI

Fall 2013- Present