Middle Tennessee State University

STUDENT GUIDE

TO
THE
PROFESSIONAL
RESUME

Career **Development** Center

Table of Contents

Introduction to the **Professional Resume**

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

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

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

A well–crafted resume will accomplish several key outcomes for you:

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

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

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

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

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

APPLICANT'S NAME (16-24pt)

Phone Number | Email Account | LinkedIn URL
👁

Your profile statement is 3-5 sentences telling how you meet the employer's needs and summarizing your years of experience, knowledge, and skills (11pt)

⚠ Avoid first person in this section.

Skills (11-12pt)

A list of 6-9 hard skills, related to your knowledge and expertise, in 3 columns

👁 Profile Section

Education

Exact Degree Title (do not abbreviate)
Middle Tennessee State University
Minor or concentration
- Achievements
- Leadership/Activities
- Study Abroad/Fellowship/Internships
- Most relevant Coursework

Graduation Month & Year
Murfreesboro, TN

🔁 ⟳ Education Credentials

Experience

Job Title
Company Name
- What results did you achieve in this position?
- What transferable skills did you practice or gain from this experience?

⚠ Use 3-5 bullet points and avoid periods in this section.

Dates of Employment
Company Location

🔁 ⟳ Work Experience

Other possible sections

Internships and volunteer work can typically be formatted in the same way that work experience is formatted. See our CV Writing Guide for more examples.

- Research
- Internships
- Volunteer Work
- Leadership
- Laboratory Skills
- Publications
- Professional Memberships
- Presentations

⟳ *Optional*

👁 Eye-catching but easy to read
🔁 Repeat above for each education level/position
⟳ In a reverse chronological format

⚠ Avoid partial page
⚠ Content should be relevant, persuasive, and concise.

Step 1 | Complete a Career Profile

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

1.1 | Contact Information

Name (Preferred name as it shows on resume): _____

City and State _____

E-mail Address (needs to be professional): _____

Phone Number (needs to have some type of voice mail with a professional greeting): _____

1.2 | Profile Statement

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

_____
_____
_____
_____

Key Skills/Knowledge/Expertise (Using real job listings, develop a list of key terms of additional skills, knowledge, and/or expertise that fit your career goals and direction. Shoot for a list of 6-9 items)**:**

_____
_____
_____
_____

1.3 | Education Credentials

Exact Degree Title:_____

Exact Major(s):_____**Exact Minor(s):**_____

Projected Date of Graduation:_____

Cumulative GPA:_____**Major GPA:**_____

Achievements (Honors, Awards, Scholarships, Research)**:**_____
_____

Leadership/Activities (Leadership roles, Activities, Significant Projects)**:**_____
_____

Study Abroad/Fellowship/Internships:_____

Most Relevant Coursework (6-9 courses)**:**_____
_____
_____

Licenses/Certifications/Training:_____

*repeat above as needed for additional degrees

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

Company Name:_____

Company Location (city, state):_____

Brief Description of Company (Size, Industry, Products/Services For your own reference not to be used on resume):

_____

Job Title : _____

Dates of Employment:_____

Description (Describe your role in one to two sentences):_____

_____

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

_____
_____
_____
_____

Company Name:_____

Company Location (city, state):_____

Brief Description of Company (Size, Industry, Products/Services):_____

_____

Job Title: _____

Dates of Employment:_____

Description (Describe your role in one to two sentences):_____

_____

Accomplishments:_____
_____
_____
_____
_____

Company Name:_____

Company Location (city, state):_____

Brief Description of Company (Size, Industry, Products/Services):_____

_____

Job Title: _____

Dates of Employment:_____

Description (Describe your role in one to two sentences):_____

_____

Accomplishments:_____
_____
_____
_____
_____

*repeat above for each position

Format

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

Principle #1 - Resume length

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

Principle #2 - Set your margins

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

Principle #2 - Eye catching name and contact information

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

Principle #3 - Order your content effectively

Highlight your strongest content at the top of the page. The top third of your first page is critical in getting your reader's attention and encouraging them to read the rest of your resume. A branding section should come after your name and contact section. For recent graduates who may not have as much relevant work experience, listing your education first can be beneficial. For students with a lot of relevant work history, listing experience above education is a good way to show how you have demonstrated your skills in the workplace. Even if you have significant experience, listing the education section first gives context to your present status. Then you can include professional experience, volunteer work, campus activities, etc. Consider the following order:

1. Name and contact information
2. Branding statement and additional skills
3. Education
4. Experience

💡 **Insider Tip**: Use reverse chronological order for each of your sections to highlight your most recent experiences.

Other sections you might include in your format:

1. Internships
2. Volunteer Work
3. Leadership
4. Campus Involvement

💡 **Insider Tip**: If you have research experience, laboratory skills, publications, or presentations to include on your resume, you may benefit from writing a CV. Consider looking at our CV Writing Guide for suggestions.

Design Elements

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

Principle #1 - Select a font and font size.

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

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

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

2.1	Suggested fonts		
Sans Serif:		**Serif Font:**	
Gill Sans	Helvatica	Times New Roman	Century Schoolbook
Arial	Tahoma	Georgia	Palatino
Lucida Sans	Myriad Pro (Mac Native)	Book Antiqua	Minion Pro (Mac Native)

Principle #2 - Use color effectively.

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

Samples to Consider:

1. RGB= 32, 73, 125 Blue (Conservative, Calming, Stability)
2. RGB= 55, 121, 52 Green (Growth, Environment, Freshness)

Insider Tip: Consider the amount of ink used if the employer prints your resume. Do not use large blocks of colored background that the employer may view as a waste of ink.

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

Principle #3 - Use white space.

Make sure you use white space effectively to enhance the readability of your document. Ample white space between sections will keep your resume from looking too text-heavy and crowded. However, too much white space will give the impression that you're lacking in related skills and experience.

Insider Tip: Many elements can help with attaining a balance of white space. Consider adjusting your line spacing Options and using both left and right alignment to spread your content out.

Principle #4 - Apply style to your text in a consistent manner.

Use bold, underlined, or italicized fonts and indent your text in consistent ways to add emphasis and improve the readability of your resume.

Principle #5 - Use bullet points.

Bullet symbols are a great way to highlight content in your resume such as achievements or other items that might be in a short list. You don't want all of your text to be bulleted though as this will diminish the effect and the resume will lose readability and sense of flow. You can use the "bullet" drop down box in the Paragraph tab in Word to help keep your use of bullets consistent. Pick a simple bullet point that will add structure, but not pull focus from the text.

- Diamond Bullet
- Box Bullet
- Circle Bullet

Principle #6 - Avoid Widow and Orphan Lines.

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

Principle #1 - Create an effective profile statement.

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

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

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

3.1 | Sample Branding Sections

Sample #1

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

Core Strengths:

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

Sample #2

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

SKILLS AND TECHNICAL PROFICIENCIES

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

Principle #2 - Fully develop your academic content.

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

- It is not required to include your GPA. However, if included, it should be a 3.7 or higher.
- List scholarships, awards and academic achievements
- List research and presentations
- Include campus leadership and involvement
- Include study abroad experiences

Insider Tip: Once you're in college, you should not include high school information on a resume. The exception would be if you are a freshman and have limited experience. As you gain experience, replace all high school experiences.

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

Principle #3 - Develop content for your experience section.

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

Ask yourself these questions:

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

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

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

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

Passive	Dynamic Action Words
Responsible for	Planned and implemented
Duties included	Designed and launched

Principle #5 - Quantify when possible.

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

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

Examples

- Increased audience engagement on social media platforms by 60% in 3 months.
- Negotiated costs with vendors saving the company 25% in expenses.

Self-Editing Checklist

If you already have a document created, a great next step is to do a self-edit. Consider the following aspects of your resume to see where your document may need work.

Format

- [ ] Your margins are 1/2" or 3/4".
- [ ] Your experiences are listed in reverse-chronological order.
- [ ] You have an appropriate amount of white space.
- [ ] Your content is broken up into bullet points rather than large chunks of text.

Design

- [ ] Your resume has appropriate visual appeal for your audience.
- [ ] Bold, italics, and underline styles are used consistently throughout the document.
- [ ] The majority of your resume is no smaller than 11pt.

Content

- [ ] You have an effective profile statement that describes your knowledge, skills, and experience in dynamic language, avoiding first-person.
- [ ] Your degree is fully spelled out (Bachelor of ____ in ____) in your Education section.
- [ ] You do not have any high school information. The exception to this is if you are a freshman who is still gaining experience.
- [ ] Your professional experience bullet points are using results-oriented language (beginning with verbs) that describe achievements and skills rather than job responsibilities.

A Note on Automated Tracking Systems (ATS)

In today's digital hiring landscape, most companies use Automated Tracking Systems (ATS) to manage the influx of job applications. Understanding how ATS works can significantly improve your chances of getting noticed by recruiters. This section will guide you through the essentials of creating an ATS-friendly resume.

What are ATS?

Automated Tracking Systems (ATS) are software applications used by employers to streamline the recruitment process. These systems automatically collect, sort, scan, and rank job applications. ATS helps employers manage large volumes of resumes efficiently by identifying candidates who best match the job requirements.

Why is ATS important?

Understanding ATS is crucial for job seekers because many companies use these systems. If your resume is not optimized for ATS, it might not even be seen by a human recruiter.

How does ATS work?

- ☐ **Keyword Matching**: ATS scans resumes for specific keywords and phrases that match the job description.
- ☐ **Formatting**: ATS prefers simple, standard formatting. Fancy designs, graphics, and unusual fonts can confuse the system.
- ☐ **Data Parsing**: ATS extracts information such as contact details, work experience, education, and skills, and categorizes it into the appropriate fields.

Tips for an ATS-friendly resume

- ☐ **Use Keywords**: Carefully read the job description and include relevant keywords and phrases in your resume.
- ☐ **Simple Formatting**: Stick to a clean, simple layout. Use standard fonts (e.g., Arial, Times New Roman) and avoid headers, footers, and graphics.
- ☐ **Standard Headings:** Use common headings like "Work Experience," "Education," and "Skills."

Did you know you can use generative AI to aid in writing your resume?

See the next page for strategies and example prompts.

Integrating AI into Resume Writing

There are multiple Artificial Intelligence (AI) tools that can aid in brainstorming and developing your resume. One such tool that has gained prominence is ChatGPT, but there are others such as Claude.ai, Grammarly, or Gemini. While these tools can be an asset in crafting your resume, it's crucial to approach their use with a strategic mindset.

Idea Generation and Refinement
ChatGPT excels in generating ideas and helping you articulate your thoughts more effectively. It can assist in brainstorming achievements, refining language, and suggesting industry-specific buzzwords. If you are stuck on how to write bullet points or describing your experiences, ChatGPT can be a good place to start. However, be sure to consider it as a collaborative writing partner, not a resume generator. Also, do not put any personal information such as your name or contact information into ChatGPT for security reasons.

Avoid Copy-Pasting
While ChatGPT can provide valuable insights, it's essential to understand that a resume is a personal reflection of your skills and experiences. Copy-pasting content generated by ChatGPT is not advisable, as it may lack the specificity and authenticity required to make your resume stand out.

Maximizing ChatGPT Effectively
1. **Use Specific Prompts**: To get the most out of ChatGPT, provide it with specific prompts related to your industry, role, or achievements. This helps tailor the generated content to your unique professional context. You can even paste your current resume and the job description to help tailor its output further. *Example Prompts*:
   i. "Create a 3-5 sentence branding statement revolving [3 of your strengths and/or experiences]. I study [major] at MTSU and I am applying for [job title]."
   ii. [Paste current resume/bullet points] "How can I improve my bullet points? I am applying at [company name] as [position; paste job description]."
2. **Iterate and Customize**: Treat the output from ChatGPT as a starting point. Iterate and customize the content to align with your individual experiences and career goals. This ensures that your resume remains a genuine representation of your skills and accomplishments.
3. **Quality Control**: Review the generated content critically. Ensure that it accurately reflects your achievements and is consistent with the industry standards of your target role. Edit and refine as needed to maintain a high-quality, professional document.

By integrating ChatGPT into your resume-writing process thoughtfully, you can harness its capabilities to enhance your content and stand out in a competitive job market. Remember, it's a tool to augment your efforts, not a substitute for the personalized touch that makes your resume uniquely yours.

NOTE – do not put any personal information (name, contact info) into ChatGPT.

Career Development Center
MIDDLE TENNESSEE STATE UNIVERSITY

mtsu.edu/career
@MTSUCareer

Final Review and Conversion to Web Ready Format

Principle #1 - Proofread by multiple people.

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

Final Checklist for Resume Quality

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

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

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

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

Sometimes, job applications will request that you copy and paste your resume into a text box as part of an online application. When you submit your resume in whole or part to a text box online, the design elements of your resume will be stripped away. In this situation, it is helpful to have a text-only resume ready to go.

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

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

For individual assistance with your resume, contact the

MTSU Career Development Center Peer Career Ambassadors at *pca@mtsu.edu*

For resume templates see our website:

https://www.mtsu.edu/career/resource-resumewriting.php

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

Key Verbs

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

Key Verbs

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

I-nita Job

Greater Nashville Area
615.777.7777 ⬩ Inita@yahoo.com

PROFILE

Honors student who is dedicated to learning and provides 2+ years of leadership and customer service experience. Exhibits understanding of proper communication and providing excellent patient care. Prepare to leverage skills and knowledge to excel as a Patient Care Technician at Ascension Hospital.

EDUCATION

Bachelor of Science in Chemistry   May 2028
Middle Tennessee State University   Murfreesboro, TN
- Concentration in Pre-medical
- Minor in Mathematics

Honors Diploma   May 2024
Cannon County High School   Woodbury, TN
- Overall GPA: 3.8/4.0
- Graduated in top 10% of class

EXPERIENCE

Barista   January 2023 - present
Starbucks   Murfreesboro, TN
- Craft and serve high-quality coffee beverages every shift to increase customer satisfaction.
- Maintain a clean and organized workspace according to protocol and procedures.
- Operate espresso machines and other equipment proficiently.
- Provide a friendly and welcoming environment, ensuring a positive experience for every guest.

Volunteer   November 2023 - present
Middle Tennessee Medical Center   Murfreesboro, TN
- Delivers messages to patients, reads to patients, and assists with hospital discharges.
- Clerical duties include faxing, filing, and patient reception.
- Organizes patient items keeping rooms tidy and sanitary.
- Assists at mealtimes, admissions desk, information desk and in any emergency.

SKILLS

- Microsoft Office
- ChatGPT
- Patient Care
- Detail-Oriented
- Organizational Skills
- Teamwork
- Leadership Skills
- Time Management

ACTIVITES

Women in Science and Technology	August 2023 – May 2024
High School Tennis Team Member	August 2023 - May 2024
• Team Leader	January 2022 - May 2024
High School Varsity Cheerleader	October 2021 - May 2024
Speech Team	August 2021 - May 2024

Stu Dent Leader

email@email.com   Murfreesboro, TN 37127   987-654-3210

Psychology major with exceptional interpersonal skills and in-depth knowledge in languages, business, and leadership. Works well in fast-paced environments and management settings. Excellent communication skills developed through mentoring and presentation experience.

SKILLS

• Skills	• Skills	• Skills
• Skills	• Skills	• Skills
• Skills	• Skills	• skills

EDUCATION

Bachelor of Science in Industrial and Organizational Psychology   May 2022
Middle Tennessee State University   Murfreesboro, TN
- Minors in Business Management and in Spanish   4.0 GPA

PROFESSIONAL EXPERIENCE

Peer Career Ambassador   March 2019 – Present
Career Development Center, MTSU   Murfreesboro, TN
- Advise students in creating and improving their resume writing and interview skills
- Resolve technical issues regarding online job search database used by MTSU
- Collaborate on a team with 4 other PCAs in marketing campaigns and presenting information to various classes

Orientation Team Leader   May 2016 – January 2019
Customs/New Student Orientation Office, MTSU   Murfreesboro, TN
- Facilitated multiple groups of about 25 first-year students through orientation
- Collaborated with a group of 10 student leaders to develop and revise orientation programs
- Prepared presentations using PowerPoint to be used by Customs Office for future orientation sessions

ADDITIONAL EXPERIENCE

Sales Associate   April 2016 – May 2017
Wal-Mart   Franklin, TN
- Trained 7 new employees on cashier duties and stocking procedures
- Provided customer service by assisting them with policy, service, and product information
- Resolved customer complaints by suggesting alternatives while maintaining positive and proactive attitude

EXTRACURRICULAR ACTIVITIES

Secretary, *the Can Kicks Back*, MTSU   March 2019 – Present
Treasurer, *Fencing Club*, MTSU   August 2018 – Present
Member, *National Society of Collegiate Scholars*, MTSU   August 2017 – Present
Member, *Young Life Student Ministries*, MTSU   May 2017 – Present

VOLUNTEER WORK

Habitat for Humanity   May 2017 – April 2019
St. Jude Children's Research Hospital   August 2017 – May 2017
American Red Cross   October 2016
Meals on Wheels   July 2016

IVANA TEACH

email@.Email.com	Murfreesboro, TN 37132	123-456-7890

Experienced and dedicated educator who stimulates curiosity to make learning approachable and rewarding for diverse populations. Skilled in various elementary school settings with children in kindergarten through fifth grade. Implements unique teaching strategies to address individualized learning variables by incorporating creative applications in classroom lessons.

EDUCATION

Bachelor of Science in Interdisciplinary Studies — May 2014
Middle Tennessee State University — Murfreesboro, TN
Concentration: K-6, Social Studies — GPA: 3.5

INTERNSHIP EXPERIENCE

Horace Mann Elementary School — January 2014 – May 2014
Teacher Candidate, Residency II — Murfreesboro, TN
- Taught and observed a third grade class of 25 students during an 8-week placement
- Accommodated 6 students with Individualized Education Programs
- Supervised a paraprofessional who worked individually with struggling students
- Integrated Smart Board technology into all academic areas with an emphasis on math and science
- Assessed students' reading comprehension, fluency, and words per minute through *Read Naturally*

Helen Keller Elementary School — August 2012 – January 2014
Teacher Candidate, Residency I — Murfreesboro, TN
- Observed and taught a first grade class of 24 students during an 8-week placement
- Accommodated 2 students with Individualized Education Programs
- Directed students through writing activities and daily activities of the classroom
- Guided students in generating a class graph measuring level of a particular classroom item
- Developed, administered, and scored an Individualized Reading and Standardized Reading Inventory

RELATED EXPERIENCE

Girl Scouts of America — June 2012 & June 2013
Camp Counselor — Nashville, TN
- Ensured the safety and well-being of 35 girls ages 10-13 during daily camp activities
- Demonstrated strong communication skills through conversation with parents, leaders, and staff
- Planned and implemented activities to meet the social, physical, and educational needs of campers using interactive methods of instruction

CAMPUS/COMMUNITY INVOLVEMENT

Treasurer*, Future Educators of America Club* — January 2012 - Present
Volunteer*, Second Harvest Food Bank* — May 2011 - December 2013
Student Co-Leader*, Alternative Spring Break, New Orleans, LA* — March 2012
Volunteer, Meals on Wheels — May 2011
Volunteer, American Red Cross — March 2011

Tony Technology

tote@mt.mail@mtsu.edu • (615) 123-4567 • tonytechcomputerscience.com • GitHub Link (Optional)

SUMMARY OF QUALIFICATIONS

- Experience in project management focused on nonprofits with extensive troubleshooting
- Knowledge of customer/client business processes, planning, and strategy development
- Skilled in team building and management with demonstrated success

EDUCATION

Bachelor of Science, Computer Science   May 2025
Middle Tennessee State University   Murfreesboro, TN
Minor in Business Administration   Major GPA: 3.84/4.00

RELEVANT COURSEWORK

Software Engineering, Mobile Software Development, Simulation and Modeling, Database Management, Compilers

TECHNICAL SKILLS

Programming Languages: Visual Basic, SQL, C, C++, Java
Operating Systems: Windows, Linux, Unix
Database: SQL Server, MS Access, Oracle
Software: JCL, SQL, DB2, MS FrontPage/Teams/Excel/Word, Zoom

RELEVANT EXPERIENCE

Blog Writer   August 2022 - Present
MTSU Computer Science Department   Murfreesboro, TN
- Write and publish 5+ blog posts each month highlighting current industry trends
- Interview faculty, staff, and employers to generate content for blog posts
- Designed a student portal to access blogs, research articles, and inter-office communication

Unix Administrator Assistant   June 2021 - August 2021
Financial Network Services, Pty Ltd.   Remote
- Operated Unix Hp/Ux 11i in the transferring of files between development and testing regions
- Led team of 4 to configure notebooks and install software for 6 overseas consultants
- Created user accounts and set permissions and passwords with UNIX - SCO

PROJECT EXPERIENCE

Web Programming, *Athens Area Humane Society*   January 2022 - May 2022
- Served as a project team leader and developed a database to track the adoption of animals
- Used Visual Basic to establish a new user interface
- Incorporated Java, HTML, and Flash to produce an interactive website: *aahumane.gov*

ADDITIONAL EXPERIENCE

Risk Manager   September 2020 - Present
Pi Kappa Alpha Fraternity   Murfreesboro, TN
- Regulate and ensure compliance of campus and chapter safety rules for 85 members
- Handle regulation violations and distribute appropriate sanctions
- Coordinate 2 educational programs per semester to proactively avoid possible risks

Treasurer   September 2019 - May 2020
- Managed comprehensive budget of $55,000+ and allocated funds as needed
- Accurately completed all transactions and purchases to ensure proper account balances

Lawn Maintenance   Seasonal, Summers 2020 - 2024
Self-Employed Lawn Service   Roswell, GA
- Established a small business, including marketing, sales, and financial review
- Retained customer base of 75 homes in local neighborhoods

MARY BEARD

Email   City, State   Phone number

Proven track record in conducting original research and developing captivating exhibit designs. Adept at collaborating with diverse teams to create educational programs and enhance visitor experiences. Committed to preserving and promoting cultural heritage through innovative museum practices.

EDUCATION

Bachelor of Science in History   December 2024
Middle Tennessee State University   Murfreesboro, TN
Minor in Africana Studies   GPA: 3.9

Relevant Coursework

- Essentials of Museum Management
- Tennessee History
- The Historian's Craft

- Teaching Historical Thinking
- Historiography
- Administration of Historical Organization

WORK EXPERIENCE

Education and Engagement Intern   August 2023 – December 2023
Frist Museum   Nashville, TN
- Developed and implemented educational programs and workshops to enhance engagement.
- Conducted tours and educational sessions to foster a deeper appreciation for the arts.

Customer Service Representative   February 2021 – July 2023
Walmart   Murfreesboro, TN
- Provided exceptional customer service by assisting customers with inquiries, resolving complaints, and ensuring a positive shopping experience.
- Assisted with the training of new employees, sharing best practices, and ensuring adherence to company standards.

PROJECTS

Senior Capstone   August 2024 – December 2024
Senior Seminar
- Conducted original research on the impact of technology on museum engagement and education.
- Delivered oral presentation to educate and engage classmates.
- Wrote 12-page research paper to demonstrate findings.

Exhibit Design   September 2024
Essentials of Museum Management
- Created detailed exhibit layouts and design plans using digital tools such as CAD and Adobe.
- Designed interpretive panels, labels, and interactive elements to enhance engagement.
- Ensured accessibility and inclusivity in the exhibit design, considering diverse audience needs.

CAMPUS/COMMUNITY INVOLVEMENT

Member, History Club   August 2021 – Present
Volunteer, Second Harvest Food Bank of Middle Tennessee   May 2024
Member, MTSU German Club   August 2021 – May 2022

Ima Soldier

(615)555-1234 | me@gmail.com | www.linkedin.com/in/dude

PROFESSIONAL SUMMARY

Dynamic and results-oriented professional with over 23 years of leadership experience in United States Army Special Operations. Skilled in team building, strategic planning, and effective communication. Proven track record of success in managing diverse teams and executing complex projects in fast-paced environments. Strong background in organizational change, long-term planning, and emergency management.

_____

CORE COMPETENCIES

Strategic Planning and Execution	Risk Management
Leadership and Team Building	Budget Management
Project Management	Cross-Cultural Communication
Process Improvement	Training and Development

_____

EDUCATION

Master of Business Administration   Middle Tennessee State University, May 2024

Bachelor of Science in Agriculture, Minor in Business   University of Tennessee, May 2001

Graduate, U.S. Army Command and General Staff College   Fort Leavenworth, KS, December 2011

_____

PROFESSIONAL EXPERIENCE

Integration and Modernization Manager U.S. Army   Fort, NC, July 2019 - November 2020

- Managed the distribution of $100+ million worth of upgraded vehicles across 31 organizations.
- Conducted organizational analysis and redesign to optimize effectiveness.
- Provided innovative solutions to meet operational needs and improve efficiency.

Executive Operations Coordinator   Fort, NC   September 2015 - June 2019

- Led long-term planning efforts for a Special Operations Command, coordinating with multiple stakeholders.
- Established institutional procedures and streamlined communication between units and government agencies.
- Developed and executed large-scale exercises, integrating diverse teams and driving operational success.

Department Senior Director   U.S. Army, Joint Base, WA, August 2013 - August 2015

- Established and led a new organization, ensuring successful integration and deployment within six months.
- Trained and directed teams for missions in multiple countries, enhancing disaster preparedness and response.
- Provided leadership and mentorship in a dynamic and challenging environment.
- Planned and executed large-scale activities involving diverse organizations and resources.
- Managed logistics and maintenance operations for organizations of up to 500 personnel.

Grad School Applicant

Murfreesboro, TN 37132 | 101-987-6543 | applicant@email.com

EDUCATION

Middle Tennessee State University   **Murfreesboro, TN**
Bachelor of Science in Physics   Graduation Date
Minor in Mathematics   GPA 4.00

Awards and Scholarships:
> **Buchanan Fellowship**   month year – month year
- Selected as 1 of 20 Buchanan Fellows, the highest academic honor at Middle Tennessee State University
> **Undergraduate Research Experience and Creative Activity Assistant Grant**   month year – month year
- Received a $500 grant for research in biophysics at Middle Tennessee State University
> **Benjamin A. Gilman International Scholarship**   month year – month year
- Awarded the prestigious national scholarship for study abroad program in Prague, Czech Republic
> **The Theoretical Physics Award for Excellence**   month year – month year
- Faculty selected student for outstanding performance and potential in theoretical physics
> **The Modern Physics Award for Excellence**   month year – month year
- Faculty selected student for superior work in modern physics, including in a laboratory setting

College   **country**
Study Abroad and Cultural Immersion Experience   month year – month year
- Acquired skills in cultural responsiveness, adaptation, and cross-cultural communication

---

TECHNICAL SKILLS

Programming Languages: Python 3, MATLAB
O/S: Windows, Linux, Mac
Programs: Microsoft Office, Logger Pro, Mathematica, Image-Pro Plus

---

RESEARCH EXPERIENCE

Undergraduate Thesis Research Project   **City, State**
Middle Tennessee State University   month year – month year
- Under the mentorship of Dr. Daniel Erenso, independently researching the single cell ionization of cancer cells using laser traps for a goal of a more accurate radiotherapy
- Gaining vast skills in optical equipment and lasers, specifically in creating laser traps
- Helping improve the analysis technique used in previous biophysics projects in the same laboratory

National Science Foundation International REU   **City, State**
Université Paris-Sud, Campus D'Orsay, Laboratoire Aimé Cotton   month year – month year
- Worked alongside Dr. Jacques Robert to construct a cool hydrogen beam that has a multi-faceted purpose, including an antihydrogen project at CERN
- Gained Experience in extensive background research to collaborate with theoreticians

23

PROFESSIONAL DEVELOPMENT

President   **City, State**

Society of Physics Students   month year – month year
- Student elected president of MTSU's chapter of the Society of Physics students
- Serves as a liaison between physics students and the chair of the department
- Organized a tour of Oak Ridge National Laboratory to give students a glimpse of current research and future

MTSU Global Ambassador   **City, State**

MTSU Education Abroad Office   month year – month year
- Proponent of international education to a campus of over 24,000 students with a focus on encouraging students in STEM to study abroad
- Volunteer in two projects designed to promote study abroad programs

Conference   **City, State**

Conferences for Undergraduate Women in Physics   month year – month year
- Benefited from research talks and panels from leaders in their respective fields
- Networked with professional and students

Physics Tutor   **City, State**

MTSU Tutoring Spot   month year – month year
- Gained skills in interpersonal communication through adapting tutoring techniques for individual students
- Assisted students in developing problem solving skills for application in general physics problems

Guest Speaker   **City, State**

MTSU Honors College   month year – month year
- Expounded upon the process for applying for international scholarships and fellowships in order to encourage other students to apply
- Documented and submitted over 250 event reports to insure a clear communication between departments

CAMPUS AND COMMUNITY INVOLVEMENT

Publication   **City, State**

Areté - MTSU Honors Magazine   month year – month year
- Wrote an article that was published in the fall 2015 MTSU Honors Magazine about study abroad experience in the Czech Republic with the Gilman International Scholarship
- Scheduled and held interviews with study abroad representatives documenting their experience.

Section Leader   **City, State**

MTSU Band of Blue   month year – month year
- Instructed 5 new sousaphone section members in developing marching skills
- Assisted leadership team with music technique
- Motivated members of section to consistently perform at high levels