

Sample of an Education Resume – list education and experience in reverse chronological order within appropriate categories.

Wanda Teacher
12 Wantajob Lane
Lindenwold, NJ 08091
856-256-0009
wteacher@comast.net

CAREER OBJECTIVE

Seeking an elementary education teaching position in southern New Jersey.

EDUCATION

Bachelor of Arts, Elementary Education / History May 200x
Rowan University, Glassboro, NJ
GPA – 3.9, Summa Cum Laude anticipated, Dean’s List
Certificate of Eligibility with Advanced Standing anticipated

Associate in Arts, Early Childhood Education May 200x
Burlington County College, Pemberton, NJ
GPA – 3.5

STUDENT TEACHER

Student Teacher, School #4, Maple Shade, NJ Spring 200x
Taught 4th grade students using manipulatives and multi-sensory approaches in mathematics and science lessons. Utilized cooperative learning, assertive discipline and whole language approaches. Integrated curriculum to meet the needs of three inclusion students.

PRACTICUM EXPERIENCE

Practicum Teacher, Fleetwood School, Mount Laurel, NJ Fall 200x
Assisted classroom teacher with individual needs of students. Served as a volunteer aide during semester break. Co-directed musical production of “Alice in Wonderland”; constructed scenery and costumes.

RELATED EXPERIENCE

Math Tutor, 1st Grade Fall 200x - Present
Tutored grade school students in math. Designed and created a “Math for Fun” workbook.

Substitute Teacher, Certified K – 12, Burlington County, NJ Fall 200x
Responsible for several long-term substitute positions, including organization and implementation of lesson plans, correcting papers and recording grades.

Religious Education Teacher, Our Lady Queen of Peace, Sewell, NJ Spring 200x - Present
Responsible for implementing curriculum to 3rd grade students in preparation for their first Holy Communion.

HONORS

Kappa Delta Pi Honor Society
James M. Lynch, Jr. Scholarship Award – \$1,000.00

ACTIVITIES

Student Member, New Jersey Education Association
Panelist, New Jersey Association of Teacher Educators

WORK EXPERIENCE

Sales Person, Rainbow Shop, Burlington Center, Burlington, NJ 10/0x - Present
Presently on call as mascot – The Rainbow Bear

PORTFOLIO AND REFERENCES AVAILABLE UPON REQUEST

Resume Writing



Career planning is a lifelong process that requires careful planning and commitment on your part.

Check out the following:

- CAP Center Resource Library
- CAP Center Online Resources
- CAP Center Resume Critique Service
- CAP Center Resume Writing Assistance
- Individual Career Counseling
- On-Campus Interviews

For more information on career related issues call the CAP Center at (856) 256-4456 or check us out at our website: <http://www.rowan.edu/cap>

COVER LETTER

YOUR PRESENT ADDRESS
CITY, STATE, ZIP CODE

Date of Correspondence

Name of Individual

Title

Name of company/organization

Address

City, State, Zip Code

Dear Mr./Mrs./Ms. (Last Name):

Do not address to "To whom it may concern."

PARAGRAPH ONE

Tell why you are writing. Name the position, field or general area in which you are interested. Tell how you found out about the position. Tell why you want to work for this company. Check the company web site and mention something about the company that interests you.

PARAGRAPH TWO

Describe your professional/educational qualifications, but do not restate your resume. Cite one or two areas of qualification experience, which specifically qualify you for the position. Emphasize particular areas of related experience and training. Stress why you are unique, special and the perfect person for the position. If you claim to have certain skills, back these up with examples as proof. Tell about a professional or personal accomplishment and the skills you gained or demonstrated.

PARAGRAPH THREE

Close by noting that you have enclosed a copy of your resume and that you will provide any additional information requested. Note that you will look forward to a future response and that you would like to schedule an interview. Include your telephone number.

Sincerely,

Name

Sample of a Combination Resume – list education and employment in reverse chronological order within appropriate categories.

Abigale B. Gettingajob

225 Salary Survey Lane

Medford, NJ 08092

609-779-0987

Gett9485@rowan.edu

OBJECTIVE: To obtain an entry-level business management position.

EDUCATION: **Bachelor of Science, Business Administration** May 200x
Rowan University, Glassboro, NJ
Specialization: Management
GPA: 3.5, Dean's List, Cum Laude

COURSE HIGHLIGHTS: Organizational Behavior, Integrated Software for Business, Management Information Systems, Operations Management, Management of Human Resources, Legal Environment of Business, Organizational Behavior

PROFESSIONAL EXPERIENCE

Management/Supervision

- Exercised total supervisory responsibility for specialty retail merchandiser.
- Maintained time sheets.
- Managed and coordinated special promotions.
- Implemented employee disciplinary and termination procedures.
- Maintained loss prevention reports.
- Supervised merchandise displays.

Human Resources Administration

- Coordinated trip reduction survey results.
- Conducted staffing interviews.
- Managed accident reports.
- Assisted in devising personnel policies.
- Assisted in the implementation of employee orientation.
- Contributing reporter for company newsletter.
- Maintained employee benefits database.

EMPLOYMENT HISTORY

Management Intern	Tyco Toys, Marlton, NJ	200x - Present
Assistant Manager	The GAP, Marlton, NJ	200x – 200x

COMPUTER SKILLS: Microsoft Office, Internet, Excel, DOS.

PROFESSIONAL ASSOCIATIONS: Society of Human Resource Management, Rowan University Student Chapter, Vice President; Career Fair Chairperson; Tri-State Human Resource Management Association, Member.

ACTIVITIES: Pi Sigma Alpha, Secretary;
American Red Cross, Volunteer.

Sample of a Chronological Resume- list education and experience in reverse chronological order within appropriate categories.

ROSE ROYCE
123 Main Road
Anywhere, NJ 01234
856-987-6543
chronological.resume@cap

JOB OBJECTIVE

An entry- level accounting position with potential for advancement.

SUMMARY OF QUALIFICATIONS

- Computer literate, experience includes Word 6.0, Excel and database management.
- Excellent organizational and communication skills.
- Fluent in Japanese and Spanish.
- Sharp in learning and comprehending new systems and methods.

EDUCATION

Bachelor of Science, Accounting expected Dec. 200x
Rowan University, Glassboro, NJ
Dean's List
Completed independent study in International Business

Associate of Arts and Science, Business Studies May 200x
Gloucester Community College, Sewell, NJ

RELATED COURSES:

Managerial Accounting, Auditing, Cost Accounting, Advanced Accounting, Individual Taxation, Accounting Information Systems

RELATED PROFESSIONAL EXPERIENCE

TEACHING ASSISTANT August 200x - Present
Glassboro Community College, Pitman, NJ

- Assist professor with Urban Enterprise Zone research project.
- Tutor students in accounting, maintain class records, and correct papers.

BOOKKEEPER Summer 200x, 200x
Laurel Museum, Mullica Hill, NJ

- Verified and entered details of financial transactions into computer system.
- Balanced books and compiled statistical reports.
- Calculated general ledger and employee wages.

ADDITIONAL EXPERIENCE

SALESPERSON Summer 200x, 200x
Old Navy, Clayton, NJ

- Performed sales duties while coordinating store displays and floor moves.

REFERENCES

Available Upon Request

Sample Cover Letter Utilizing Statement of Reference

123 Accounts Payable Lane
Moneyville, NJ 08029
856-863-9547

February 28, 200x

Coopers & Lybrand
2400 Eleven Penn Center
Philadelphia, PA 19103
Attn: Mr. Daniel Spuler
Personnel Director

Dear Mr. Spuler:

After talking with Mr. James Osgood at the recent Rowan University Career Fair, reading your recruitment information and checking your web site, I am seeking an opportunity to join the firm of Coopers & Lybrand. Your company has an impressive track record for mentoring entry-level accountants plus offering valuable experience in auditing, tax compliance and cost accounting. As a Rowan University senior, anticipating graduation in May, I am anxious to interview with you during your upcoming recruitment trip to our campus.

My strong academic performance and outstanding internship experience make me a strong candidate for a junior accountant position with Coopers and Lybrand. As an honor student and recipient of the Medallion Scholar Award for the internationally accredited College of Business, I was chosen to intern for the local public accounting firm of Money and Associates CPA. At Money and Associates, I assisted with the preparation of clients for corporate tax audits and performed intake consultations for tax preparation purposes. My supervising accountant, Mr. Charles Money invited me to continue my internship for a second semester. On my internship evaluation form he wrote, "John's knowledge and ability to grasp accounting procedures and principles is quite impressive. His computer skills and team-working abilities make him a valuable resource. I believe John will develop into a top-notch accountant."

Enclosed is a copy of my resume, which outlines my qualifications in further detail. I look forward to an opportunity to meet with you during the upcoming recruitment week at Rowan University. I can be reached at 856-863-9547. Thank you for your time and consideration.

Respectfully,

John Q. Afterinternship

BUILD A RESUME

Name: _____
Home Address: _____ College Address: _____
Street: _____ Street: _____
City: _____ State: _____ Zip: _____ City: _____ State: _____ Zip: _____
Phone: _____ Phone: _____
Email: _____

Job Objective (*Indicate your work direction; be as specific as possible.*)

Education

Name of College: _____ City: _____ State: _____
Degree: _____ Expected Graduation Date: _____
GPA: _____ (*If 3.0 or higher*)

Course Highlights (*Use primarily in resumes for internships.*)

Work Experience (*Start with most recent place of employment.*)

Job Title: _____ Period Employed: _____
Name of Company, City, State _____
Responsibilities: (*Use action words.*) _____

Skills (*EXAMPLE: computer, leadership, language skills*)

Awards

Activities & Interests

References available upon request.

Sample of a Chronological Resume- list education and experience in reverse chronological order within appropriate categories.

Jane C. Asylum
321 Writearesume Lane
Wantstowork, New Jersey 08777
856-854-0001
JCASYLUM@aol.com

OBJECTIVE To obtain an entry-level position in social work utilizing my abilities in Spanish.

EDUCATION **Bachelor of Arts, Sociology** December 200x
Minor: Spanish
Rowan University, Glassboro, New Jersey
GPA: 3.7, Dean's List, Magna Cum Laude

Financed 100% of college education

COURSE HIGHLIGHTS Social Problems, Human Service Organizations, Sociology of Work, Introduction to Sociology, Intermediate Spanish I & II, Advanced Spanish Conversation, Advanced Spanish Grammar

INTERNSHIP **Program Coordinator** Spring 200x
Camden City Battered Women's Shelter, Camden, New Jersey
Conducted intake interviews and served as translator assistant.
Coordinated after school programs for enrolled children and managed recreational facility. Encouraged fair play, self-reliance and positive self-esteem in children with troubled family backgrounds.

SPECIAL SKILLS Bilingual: Spanish/English
Communication Skills: Written and Verbal

ACTIVITIES Volunteer Translator, Camden County Aids Hospice
Member, Latino Affairs Committee, Rowan University
Member, National Association of Black Social Workers

COMPUTER SKILLS Lotus 1-2-3, Windows, WordPerfect 6.0, EXCEL, Quicken, DOS, Ventura, Desktop Publishing, Internet

HONORS Glassboro Businessmen's Association Scholarship, 1998
National Merit Scholar, 1998

WORK HISTORY **Night Assistant Manager** May 200x – December 200x
Burgerqueen, Glassboro, New Jersey
Supervised employees, coordinated work schedules and managed customer complaints. Processed bank deposits and resolved employee disputes.

References available upon request.

Veronica Lewinski

21 Jump Street
Glassboro, NJ 08028
856-256-9999
verl4076@rowan.edu

OBJECTIVE Seeking an entry-level position in environmental management.

EDUCATION

Bachelor of Science, Civil Engineering May 200x
Emphasis: Environmental Engineering
Rowan University, Glassboro, NJ
GPA 3.77, Dean's List
Magna Cum Laude honors anticipated

RELATED EXPERIENCE

Undergraduate Researcher April 200x – present
Rowan University College of Engineering, Glassboro, NJ
Contributed to the design and testing of a freshwater chamber intended to replace methods currently used by the seafood industry to separate crabmeat from claw. Provide chemical analysis of resulting wastewater.

Engineering Intern Summer 200x
New Jersey Highway Division, Trenton, NJ
Worked with highway engineers on traffic pattern study and analysis. Conducted research in current traffic management theory and technology. Prepared written reports for presentations to chief engineer. Assisted with the planning and preparation for public hearings on proposed change in traffic flow.

COMPUTER SKILLS

AutoCAD, Visual C++, Mathematica, PowerC, Windows 98, Unix, Windows NT, MiniTab, MS Word & Excel 98

HONORS AND ACTIVITIES

Tau Beta Pi National Engineering Honor Society
Society of Women Engineers
Pride 2000 Scholarship
Brad Pitt Engineering Scholarship
Volunteer, Glassboro Big Sister Program
President, Student Government Association

REFERENCES Available upon request.

Gomez Addams
1313 Mockingbird Lane
Mantua, NJ 08028
856-856-9876
adda9973@rowan.edu

OBJECTIVE

An entry-level position in public relations or marketing.

EDUCATION

Bachelor of Arts, Public Relations May 200x
Concentration: Leadership Studies
Rowan University, Glassboro, NJ
GPA 3.6, Dean's List, Cum Laude honors anticipated

COMPUTER SKILLS

PageMaker	PowerPoint	WordPerfect
Microsoft Photo Editor	Microsoft Publisher	Excel
Harvard Graphics	Access	Microsoft Word

RELEVANT EXPERIENCE

13th Congressional District Intern Spring 200x
Congressman Charles Sheen, Washington, DC
• Responsibilities included researching legislation, drafting recommendations and briefs.
• Responded to constituent correspondence and inquiries, as well as aiding in office administration.

Correspondent Fall 200x
Rolling Stone Magazine, Pitman, NJ
• Covered local music and political events under commission for monthly publication.
• Maintained valuable media contacts.

Marketing Intern Spring 200x
Glassboro Convention Center, Glassboro, NJ
• Developed and implemented marketing program for the convention center.
• Coordinated on-site conference registration.
• Assisted presenters during multimedia presentations.
• Prepared and disseminated over 6,000 registration packets.

ACTIVITIES

- **Vice President**, Public Relations Society, Rowan University Chapter
- **Secretary**, American Marketing Association, Rowan University Student Chapter
- **Volunteer**, Glassboro Soup Kitchen

REFERENCES

Available upon request.

Sample of a Chronological Resume- list education and experience in reverse chronological order within appropriate categories.

Jessica Laptop
1313 Microchip Lane
West Deptford, NJ 08028
856-899-2000
jlaptop@earthlink.net

OBJECTIVE Seeking a summer internship in the field of computer science.

EDUCATION **Bachelor of Science, Computer Science** anticipated December 200x
Minor: Mathematics
 Rowan University, Glassboro, NJ
 GPA 3.45, Dean's List

RELEVANT COURSES Introduction to Programming, Computer Laboratory Techniques, Data Structures, Calculus I, II, and III, Operating Systems, Web Programming

LANGUAGE/ OPERATING SYSTEMS BASIC, Pascal, C, C++, COBOL, Lisp, MS-DOS, UNIX

WORK EXPERIENCE

Lab Instructor Summer 200x
 Rowan University, Glassboro, NJ

- Instructed freshman students in the use of microcomputers.
- Assisted faculty in establishing research goals consistent with the data available.
- Taught resident assistants the detailed use of technical software.

Lab Technician 200x-200x
 Pitman High School, Pitman, NJ

- Developed a database for the school's athletic department.
- Identified specific applications for a newly written program.

Student Worker 200x-200x
 Rowan University Information Desk, Glassboro, NJ

- Processed and balanced payments in Compco Student Telephone billing system.
- Assigned long distance codes to Rowan students and answered the university switchboard.

HONORS Dean's List
 Alpha Lambda Delta Honorary Society
 Don Serious Scholarship

ACTIVITIES Member, Computer Science Society
 Volunteer, Glassboro Soup Kitchen
 Vice President, Me Phi Me Sorority
 Intramural Sports – Basketball, Street Hockey

REFERENCES Available upon request.

Sample of a Chronological Resume – list education and experience in reverse chronological order within appropriate categories.

Marshall Law
 dlaw@comcast.net

Current address: 369 Mansion Park
 Glassboro, NJ 08028
 856-256-3372

Permanent address: 2115 Herbert Drive
 Willingboro, NJ 08046
 609-835-2028

Objective
 To obtain an internship position in law and criminal justice, utilizing and developing particular interest in juvenile delinquency.

Education
Bachelor of Arts: Law/Justice anticipated May 200x
 Rowan University, Glassboro, New Jersey
 GPA 3.2/4.0, Dean's List

Related Courses

Parole, Probation and Community Correction	Social Problems
Minorities, Crime, and Criminal Justice	American Police
Introduction to Courts	Introduction to Corrections

Experience

Youth Advocate June 200x - present
 Youth Advocate Program, Woodbury, NJ

- Provide mentoring to teenage males, based on total trust, encouraging development of self-esteem and self-control.
- Motivate youth to pursue productive life activities, including employment and educational opportunities.
- Visit library and attend various community activities with mentees to broaden awareness of community resources.

Security Officer November 200x - present
 Deptford Mall, Deptford, NJ

- Conduct surveillance for shoplifters in all stores throughout mall.
- Work collaboratively with senior security officers and store managers regarding matters of customer safety and merchandise security.
- Provide accurate written reports regarding security-related issues and encounters.
- Provide information to senior officers and store employees regarding suspicious or disruptive behavior of mall patrons.

Assistant Girls' Basketball Coach November 200x - March 200x
 Memorial Junior High School, Willingboro, NJ

- Assisted during practices and games, providing instruction and motivation related to basketball, academics, and life values.
- Monitored academic eligibility and medical records plus uniform and equipment inventory.
- Recruited and trained scorekeepers for all season games.
- Created computerized report of all team and player statistics.

Additional Information
 American Criminal Justice Association, Lamda Epsilon Fraternity
 Computer skills include Excel, Word Perfect, Access and PowerPoint
 Certified New Jersey Fire Fighter with Hazmat Certification
 American Heart Association Resuscitation and Emergency Cardiac Care Provider, CPR Certified

Dawn Lowell
322 Mullica Hill Road
Glassboro, NJ 08028
856-256-4322

February 12, 200x

Mr. Dwight Thompson
Human Resources Manager
Savitz Pharmaceuticals
856 Bozorth Parkway
Esby, NJ 08028

Dear Mr. Thompson:

In response to your advertisement in the Glassboro Examiner for a sales representative for Savitz Pharmaceuticals, I hereby submit my letter of application. I was excited to read your ad since I have had a long-time interest in pharmaceutical sales and your products sound particularly appealing to me.

As a college student, I had the opportunity to experience in sales and customer service. Of particular interest to you, I worked at Glassboro Medical Supply serving customers who enter our store. Through reading professional periodicals and magazines that are sent to me as an employee of Glassboro Medical Supply, I have become knowledgeable of the different types of medical supplies. This knowledge enables me to fully address our customers' medical supply needs and answer their questions. Utilizing my proactive approach to sales and customer service, I increased sales this year by 20% over last year's figures. In light of my accomplishment, my supervisor has given me the responsibility of developing a plan to market medical supplies to local drug stores. In addition to my work experience, I recently completed a course in drug/pharmacology terminology at the University of the Sciences in Philadelphia. Completion of this course increased my knowledge of medicines and their effects.

I have always had a strong interest in the medical/pharmaceutical sales field and have attempted to gain the knowledge and experience needed to work effectively in that capacity. With that in mind, I feel I am highly qualified for the position of sales representative for Savitz Pharmaceuticals. My enclosed resume outlines my qualifications in further detail. I welcome an opportunity to meet with you at your convenience. I can be reached at 856-256-4322 or on my cell phone at 856- 222-2348.

Thank you for your time and consideration.

Respectfully,

Dawn Lowell

Arthur B. Enthusiastic
290 Birchwood Lane
Mantua, New Jersey, 08051
856-468-6161
enth1234@rowan.edu

Job Target

A position as an Art Educator within a museum's public outreach program, utilizing recent degree plus experience in public relations and art education.

Capabilities

- Develop art education programs.
- Write press releases and promotional copies.
- Coordinate efforts with local schools.
- Organize related events with speakers and presentations.
- Utilize a variety of computer skills.

Education

Bachelor of Arts: Art December 200x
Rowan University, Glassboro, New Jersey
GPA 3.7, Dean's List
Magna Cum Laude honors anticipated

Associate of Arts: Art May 200x
Gloucester County College, Sewell, New Jersey
GPA 3.9, Dean's List, President's List
Summa Cum Laude

Achievements

Co-developed *Art in Public Places* program.
Placed several articles in local newspapers.
Conducted *Murals in Public Places* project for Eagle Scout Award.

Work History

Office Assistant January 200x-present
The Association of Educational Publishers
Rowan University, Glassboro, New Jersey

- Assist in the coordination of annual conferences plus related office duties.
- Work extensively on Macintosh using Word, Works, Excel, File Maker Pro, including data entry, report generation, plus brochure and poster design.

Arts and Crafts Instructor Summer 200x
Kids Rule Day Camp
Rowan University, Glassboro, New Jersey

- Conducted wide variety of hands-on projects for 120 campers per week, divided into groups of 20 campers ages 6 to 12 years.
- Worked collaboratively with camp counselors to provide enriching activities relating to different themes each week.

Tour Guide Summer 200x
Hampton House
Hampton, New Jersey

- Conducted tours of historic home, while providing visitors with related information.

References available upon request.

