Office of Career Advancement (OCA)

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

Check out the following:
- OCA Center Resource Library
- OCA Center Online Resources
- OCA Center Resume Critique Service
- OCA Center Resume Writing Assistance
- Individual Career Counseling
- On-Campus Interviews

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

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.” (Dear Sir/Madam:)

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
February 28, 201x

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

Dear Mr. Spiller:

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

---

February 12, 201x

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

Dear Mr. Spiller:

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.

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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

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February 12, 201x

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 856-2222348.

Thank you for your time and consideration.

Respectfully,

Dawn Serious

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February 12, 201x

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

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.

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Thank you for your time and consideration.

Respectfully,

Dawn Serious
Resume Checklist

General Resume Guidelines

Professional Appearance

- Material fits neatly on one page. Margins approximately 1 inch on left & right sides and ½ inch at the top and bottom. High quality print in black ink.
- White or neutral colored paper, 8.5 x 11 inches, 20lb weight. No staples or folds.
- Plain font with straight lines, such as Arial, Cambria, Times New Roman, Calibri. Font size 10-14 points.
- Bold and capital letters used where appropriate for emphasis, but not overdone.
- No italics, script, parentheses, brackets, underlining, shading or graphics.
- Avoid use of unnecessary punctuation, horizontal or vertical lines.

Format

- Name, address, telephone, and e-mail address centered at top, with name in bold and larger font.
- Omit extraneous and personal information such as height, weight, age, sex.
- Use format that best suits your needs. Reverse chronological format, listing education and experience from most recent to least recent, is most commonly used.
- Education category including any college/university from which a degree was earned. GPA, expressed in tenths, may be included if 3.0 or above. Examples in correct format:

  **Rowan University**, Glassboro, NJ  
  Bachelor of Arts, History  
  May 201x
  Minor: Psychology
  GPA 4.0, Dean’s List
  **B.S. in Finance**  
  expected May 201x
  Rowan University, Glassboro, NJ
  GPA 3.9, Dean’s List, Medallion Award
  Summa Cum Laude Honors anticipated

- Experience category including several entries in consistent format:

  **Job Title**:  
  **Dates of employment**:  
  **Company, City, State**:  
  **Descriptive statements of experience**

Content

- Job descriptions/accomplishments written in 1-5 bulleted statements or brief paragraph format, reading in the first person, with pronouns “I”, “my” or “we” omitted. Use a variety of action verbs and keyword nouns specific to the major/profession, often the same words used in typical job postings for such position.
- Descriptive statements highlighting skills and abilities, as well as experience and accomplishments. Show evidence of teamwork, computer proficiency, attention to detail, customer satisfaction, willingness to learn new skills, ability to produce results, and your enthusiasm/work ethic. Supply enough description to create reader interest but not to overwhelm.
- Finished product should be a unique statement about you. It must be professional looking, error free, with consistent verb tense and end punctuation. Do NOT rely on computer spell check, grammar check, or resume writing software for your final resume.
Summary of Qualifications

The summary of qualifications is your marketing pitch, which allows you to boast about your talents. It should correspond with your objective and it should include specific achievements, certifications, licenses, computer skills, or other job-related skills. It is important that you list only the skills and the achievements that will help you with the position that you are seeking.

Summary of Qualifications Samples

- Over ____________ years of experience in management and supervision.
- Highly effective in promoting a positive, productive environment.
- Committed to bringing about real, practical results in people’s lives.
- Diplomatic and assertive in dealing with people.
- Sincere commitment to the welfare of the student.
- Experience with children and parents from varied cultures.
- Proven skills in problem solving and customer relations.
- Reputation for excellence and high quality service to clients.
- Work well under pressure and enjoy challenging projects.
- Experience in radio production at university radio station.
- Good eye for detail; well organized, skilled in setting priorities.
- Resourceful and self-confident; can get the job done, and do it well.
- Strong interpersonal and communication skills.
- Remain calm and work well under demanding conditions.
- Proven record of innovative and effective staff development.
- Strong commitment, vision and leadership.
- Developed innovative programs for major ____________, incorporating trends on the leading edge of ____________ field.
- Effective problem solver; thorough researcher.
- Well-organized and focused in coordinating projects.
- Strong analytical, writing, and research skills.
- Conscientious and thorough with detail.
- Equally effective working independently and in cooperation with others.
- Effective working alone and as a cooperative team leader.
- Keen perception for extracting important data.
- Innovative in designing and carrying out projects.
- Proven ability to grasp a situation, adapt, and learn quickly.
- Highly motivated to achieve set goals.
- Successful in mastering new skills through hands-on experience.
- Graduate degree with emphasis in ____________.
- Effective and persuasive with all segments of the community.
- Skilled and thorough in analyzing problem situations and finding creative solutions.
- Sharp, quick learner; willing to get involved.
- Strength in analyzing, researching, organizing, and problem solving.
- Excellent organizational and communication skills.
- Fluent in ____________.
- Computer literate in MS Word, Excel, Access and PowerPoint.

Action Words

- abstract (ed)
- accelerate (d)
- accomplish (ed)
- account (ed)
- achieve (ed)
- act (ed)
- activate (d)
- adapt (ed)
- add (ed)
- administer (ed)
- advance (d)
- advertise (d)
- advise (d)
- aid (ed)
- align (ed)
- allocate (d)
- amuse (d)
- analyze (d)
- answer (ed)
- anticipate (d)
- appoint (ed)
- approve (d)
- arbitrate (d)
- arrange (d)
- assemble (d)
- assess (ed)
- assist (ed)
- assume (d)
- augment (ed)
- awaken (ed)
- award (ed)
- begin (began)
- boost (ed)
- broaden (ed)
- build (built)
- buy (bought)
- budget (ed)
- calculate (d)
- capture (d)
- catalogue (d)
- categorize (d)
- challenge (d)
- change (d)
- choreograph (ed)
- clarify (ied)
- coach (ed)
- compare (d)
- compile (d)
- complete (d)
- compose (d)
- comprehend (ed)
- compute (d)
- conceive (d)
- conceptualize (d)
- condense (d)
- conduct (ed)
- construct (ed)
- consult (ed)
- contract (ed)
- control (led)
- convince (d)
- cooperate (d)
- coordinate (d)
- coordinate (d)
- craft (ed)
- create (d)
- critique (d)
- define (d)
- delegate (d)
- demonstrate (d)
- describe (d)
- design (ed)
- determine (d)
- develop (ed)
- devise (d)
- diagram (med)
- discover (ed)
- direct (ed)
- discern (ed)
- display (ed)
- distribute (d)
- employ (ed)
- encourage (d)
- engineer (ed)
- enhance (d)
- enlarge (d)
- enrich (ed)
- establish (ed)
- entertain (ed)
- evaluate (d)
- examine (d)
- exchange (d)
- experience (d)
- explore (d)
- expand (ed)
- expedite (d)
- execute (d)
- facilitate (d)
- fluency
- focus (ed)
- follow (ed)
- forecast (d)
- formulate (d)
- found (ed)
- furnish (ed)
- generate (d)
- govern (ed)
- gravitate (ed)
- great (d)
- grid (ed)
- guide (d)
- handle (d)
- help (ed)
- hire (d)
- illustrate (d)
- handle (d)
- help (ed)
- hire (d)
- illustrate (d)
- influece (d)
- inform (ed)
- initiate (d)
- innovate (d)
- inquire (d)
- inspect (ed)
- interview (ed)
- install (ed)
- invent (ed)
- learn (ed)
- educate (d)
- loan (ed)
- maintain (ed)
- manage (d)
- manage (d)
- market (ed)
- mediate (d)
- merge (d)
- modify (ied)
- model (led)
- moderate (d)
- modify (ied)
- move (ed)
- negotiate (d)
- observe (d)
- organize (d)
- orient (ed)
- originate (d)
- participate (d)
- perform (ed)
- plan (ned)
- plan (ned)
- play (ed)
- prepare (d)
- preside (d)
- prescribe (d)
- print (ed)
- prepare (d)
- prevent (ed)
- provide (d)
- probe (d)
- problem solve (d)
- purchase (d)
- publicize (d)
- qualify (ied)
- quantify (ied)
- question (ed)
- research (ed)
- render (ed)
- request (ed)
- review (ed)
- revamp (ed)
- revamp (ed)
- revise (d)
- rewrite (rewrote)
- schedule (d)
- seek (sought)
- select (ed)
- set up
- sing (sang)
- sketch (ed)
- solve (d)
- stimulate (d)
- streamline (ed)
- strengthen (ed)
- structure (d)
- style (d)
- suggest (ed)
- suggest (ed)
- support (ed)
- survey (ed)
- strategize (ed)
- systematize (d)
- teach (taught)
- test (ed)
- trade (d)
- train (ed)
Sample of a Chronological Resume - list education and experience in reverse chronological order within appropriate categories.

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

SUMMARY OF QUALIFICATIONS
Excellent communications skills, both written and oral innovative and effective problem solver. Ability to relate to people at any level of business and management-highly organized with attentive to detail. Extremely skilled in Photoshop, Dreamweaver, Illustrator, Quark, InDesign and Microsoft Office.

EDUCATION
Bachelor of Arts, Public Relations May 201x
Concentration: Leadership Studies
Rowan University, Glassboro, NJ
GPA 3.6, Dean’s List, Cum Laude honors anticipated

COMPUTER SKILLS
PageMaker
Microsoft Publisher
WordPerfect
PowerPoint
Excel
Microsoft Word
Harvard Graphics
Access
Microsoft Word

RELEVANT EXPERIENCE
13th Congressional District Intern Spring 201x
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 201x
Rolling Stone Magazine, Pitman, NJ
• Covered local music and political events under commission for monthly publication.
• Maintained valuable media contacts.

Marketing Intern Spring 201x
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
• Volunteer, Habitat for Humanity
SUMMARY OF QUALIFICATIONS
Sharp in learning and comprehending new systems and methods. Successful in identifying and solving computer related problems. Exceptional ability to quickly master new software and apply its full range of capabilities. Strong analytical, writing, and research skills.

EDUCATION
B.S. in Computer Science
Rowan University, Glassboro, NJ
GPA 3.45, Dean’s List
Anticipated December 201x

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
Rowan University, Glassboro, NJ
- Instructed freshman students in the use of microcomputers.
- Assisted faculty in establishing research goals consistent with available data.
- Taught resident assistants the detailed use of technical software
- Summer 201x

Lab Technician
Pitman High School, Pitman, NJ
- Developed a database for the school’s athletic department.
- Identified specific applications for a newly written program.
- 2014 – 201x

Student Worker
Rowan University Information Desk, Glassboro, NJ
- Processed and balanced payments in Compro Student Telephone billing system.
- Assigned long distance codes to Rowan students and answered university switchboard.
- 2013 – 201x

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

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

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

SUMMARY OF QUALIFICATIONS
- Innovative in designing and carrying out projects.
- Proven effectiveness in coordinating and teamwork.
- Self-motivated professional, capable of working independently or as part of a team.
- Ability to work with and create technical documents and drawings.

EDUCATION
Bachelor of Science, Civil Engineering May 20x  
Emphasis: Environmental Engineering Rowan University, Glassboro, NJ  
GPA 3.77, Dean’s List  
Magna Cum Laude honors anticipated

RELATED EXPERIENCE
Undergraduate Researcher April 20x – 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 20x  
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

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

SUMMARY OF QUALIFICATIONS
- Responsible, efficient, and flexible.
- Strength in analyzing, researching, organizing, and problem solving.
- Excellent organizational and communication skills.
- Self-motivated; able to learn on own initiative.

EDUCATION
Bachelor of Arts, Sociology December 20x  
Minor: Spanish  
Rowan University, Glassboro, New Jersey  
GPA: 3.7, Dean’s List, Magna Cum Laude  
Financed 100% of college education

COURSE HIGHLIGHTS

INTERNSHIP
Program Coordinator Spring 20x  
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  
- Lotus 1-2-3, Windows, WordPerfect 6.0, EXCEL, Quicken, DOS, Ventura,  
- Desktop Publishing, Internet

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

HONORS
- Glassboro Businessmen’s Association Scholarship, 2008  
- National Merit Scholar, 2008

WORK HISTORY  Night Assistant Manager May 20x – December 20x  
Burgerqueen, Glassboro, New Jersey  
- Supervised employees, coordinated work schedules and managed customer complaints.  
- Processed bank deposits and resolved employee disputes.
Sample of a Functional Resume - list education and employment in reverse chronological order within appropriate categories.

John Engineer
1776 Smart Blvd
Brainville, NJ 08007
856-990-4354
jengineer@torch.rowan.edu

SUMMARY OF QUALIFICATIONS
• Skilled in all phases of hybridoma production.
• Inspired by the challenge of research and experimentation.
• Good working knowledge of immunology.
• Excellent skills in communication and collaboration.
• Highly inquisitive, creative and resourceful.

RELEVANT EXPERIENCE
• Tailored screening strategies using ELISA, RIA and Immunoblot techniques to effectively isolate the desired hybridomas.
• Performed experiments to induce animal immune systems to respond to a weak antigen.
• Developed in collaboration with other researchers, a novel assay which identified the antibodies’ ability to bind to live, and intact tumor cells.
• Conducted periodic presentations of results and works in progress to Research Center staff.

LABORATORY SKILLS
• Tissue Culture and Hamster Egg Penetration Test
• Electroblotting and Radiolabeling of Antibodies
• Immunoblot Strip Assay

EMPLOYMENT HISTORY
Lab Technician Bellmarr Research Center, Bellmarr, NJ 201x - Present
Research Assistant Rowan University, Glassboro, NJ 2011 – 2014
Youth Counselor Vineland Day Care Program, Vineland, NJ Summer 201x
Teaching Assistant Buena Vista Normal School, Buena, NJ 2012 – 2013

EDUCATION
Rowan University, Glassboro, NJ Bachelor of Science, Biology May 201x
Rowan College of Gloucester County, Sewell, NJ Associate of Science, Chemistry May 201x

Related Courses: Immunology and Lab, Biochemistry, Microbiology, Virology, Ornithology, Cell Culture Technology

AWARDS & ACTIVITIES
• Dean’s List
• Albert Einstein Scholarship
• Member, American Association of Biologists
• Volunteer, Dumbville Ambulance Service

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

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

SUMMARY OF QUALIFICATIONS
• Experience in developing 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 201x
Rowan University, Glassboro, New Jersey GPA 3.7, Dean’s List
Magna Cum Laude honors anticipated

Associate of Arts: Art May 201x
Salem County College, Seabrook, 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 201x - 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 201x
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 201x
Hampton House, Hampton, New Jersey
• Conducted tours of historic home, while providing visitors with related information.
• Trained new employees, processed applications and performed other assigned duties.
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@oca.com

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 December 201x
Rowan University, Glassboro, NJ
• Dean’s List
• Completed independent study in International Business

Associate of Arts and Science, Business Studies May 201x
Camden Community College, Blackwood, NJ

RELATED COURSES:
Managerial Accounting, Auditing, Cost Accounting, Advanced Accounting, Individual Taxation, Accounting Information Systems

RELATED PROFESSIONAL EXPERIENCE
TEACHING ASSISTANT August 201x - 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 2008 - 2009
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.

ACTIVITIES
• Member, Accounting Club
• Vice President, Student Government Association
• Volunteer, Glassboro Food Kitchen
• Coach, Anywhere Little League Baseball Team

ADDITIONAL EXPERIENCE SALESPEPERSON Summer 2007
Old Navy, Clayton, NJ
• Performed sales duties while coordinating store displays and floor moves.
• Conducted inventory, calculated daily receipts and priced merchandise.

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

Abigail B. Gettingajob
225 Salary Survey Lane
Medford, NJ 08092
609.779.0987
Gett9485@rowan.edu

SUMMARY OF QUALIFICATIONS
• Experience in auditing, payroll, and preparation of corporate taxes.
• Work well under pressure and enjoy challenging projects.
• Outstanding talent for assessing clients’ needs and developing individualized financial systems.
• Extremely dependable in completing projects accurately and on time.
• Computer literate in Microsoft Office, Internet, Excel, DOS.

EDUCATION
Bachelor of Science, Management May 201x
Rowan University, Glassboro, NJ
GPA: 3.5, Dean’s List, Cum Laude

COURSE HIGHLIGHTS

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 201x - Present
Assistant Manager The GAP, Marlton, NJ 2009 – 2013

PROFESSIONAL ASSOCIATIONS
• Career Fair Chairperson, Society of Human Resource Management
• Member, National Association of Colleges and Employers, Rowan University Student Chapter
• Vice President, Tri-State Human Resource Management Association

ACTIVITIES
• Pi Sigma Alpha, Secretary
• American Red Cross, Volunteer
Sample of a Education Resume - list education and experience in reverse chronological order within appropriate categories.

Wanda B. Teacher
12 Learning Street
Lindenwold, NJ 08021
856.256.0009
wteacher@comast.net

SUMMARY OF QUALIFICATIONS
- Deeply committed to high quality education for children.
- Proficient in using PeopleSoft, Photoshop, Illustrator, Word, PowerPoint, Dreamweaver and Blackboard.
- Effective in developing, implementing and managing quality instructional programs.
- Conscientious and thorough with detail.
- Strong analytical, writing and research skills.

EDUCATION
May 201x
Bachelor of Arts, Elementary Education / History
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 201x
Burlington County College, Pemberton, NJ
GPA – 3.5

STUDENT TEACHER
Spring 201x
Student Teacher, School #4, Maple Shade, NJ
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
Fall 201x
Practicum Teacher, Fleetwood School, Mount Laurel, NJ
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
Fall 201x - Present
Math Tutor, 1st Grade
Tutored grade school students in math. Designed and created a “Math for Fun” workbook.

Religious Education Teacher, St. John Church, Sewell, NJ
Spring 201x - Present
Implement curriculum to 3rd grade students in preparation for their first Holy Communion.

Substitute Teacher, Certified K – 12, Burlington County, NJ
Fall 201x
Assigned to several long-term substitute positions, including organization and implementation of lesson plans, correcting papers and recording grades.

HONORS & ACTIVITIES
- Kappa Delta Pi Honor Society
- James M. Lynch, Jr. Scholarship Award – $1,000.00
- Student Member, New Jersey Education Association
- Panelist, New Jersey Association of Teacher Educators

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

Freddie B. Fitt
15 Wholesome Avenue
Pleasantville, NJ 08065
856-777-2222
BFittf42@students.rowan.edu

SUMMARY OF QUALIFICATIONS
- Experienced in conducting a variety of workouts for clients at different skill levels in diverse settings
- High level of physical endurance while maintaining mental and emotional restraint
- Effective communication skills with the ability to give clear, concise instructions
- Innovative and flexible in completing tasks

EDUCATION Bachelor of Arts, Health and Exercise Science
Concentration: Health Promotion and Fitness Management
Rowan University, Glassboro, NJ
GPA 3.5, Dean’s List
Anticipated May 201x

RELEVANT COURSES
Contemporary Health; Anatomy & Physiology; Kinesiology; Stress Management; Health Behavior; Safety, First Aid of Orthopedic Injury; Nutrition for Fitness; Exercise Physiology; Exercise Prescription; Exercise for Special Population

CERTIFICATIONS
First Aid/AED and CPR, Red Cross Society
May 201x
Blood Pressure Screening, Rowan University, Health & Exercise Science Department
March 201x

RELEVANT EXPERIENCE
September 201x – Present
Intern, Be Fit Gym, Glassboro, NJ
- Design and facilitate workouts for persons with physical disabilities
- Teach participants how to adapt exercise equipment according to their needs

June – August 201x
Assistant Trainer, Get in Shape Gym, Pitman, NJ
- Assisted Personal Trainer with client exercise routines and setting up equipment
- Maintained cleanliness of gym equipment and restocked supplies

May - June 201x
Aerobics Instructor, Paramount High School P.T.A., Pitman, NJ
- Created and facilitated weekly exercise routine for adults ages 30s to 50s
- Maintained a fun and lively atmosphere that caused participants to keep coming

EMPLOYMENT HISTORY
January 201x – December 201x
Front Desk Clerk, Popular Gym, Pitman, NJ
- Registered new clients and signed-in members
- Answered queries related to gym packages and facilities
- Sold healthy snacks and drinks to clients

ACTIVITIES & INTERESTS
- Member, National Strength and Conditioning Association (NSCA)
- Volunteer Coach, Pleasantville Soccer Academy
- Member, Pleasantville Soccer Club
- Cycling, hiking, skiing, ice-skating

wteacher@comast.net
Sample - Thank You Letter Format

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

Paragraph One
Indicate that you enjoyed meeting with him or her to discuss employment opportunities at (name of company/organization).

Paragraph Two
Reaffirm your interest in working for this particular company/organization and reiterate why you are the ideal person for this position.

Paragraph Three
In closing, indicate that you look forward to hearing from them soon, or by the date that they discussed with you in the interview.

Sincerely,

Your name

Sample - Thank You Letter Format

Rose Royce
21 Jump Street
East Cupcake, NJ 08128
(123) 555-XXXX

Date of the letter

Dear Mr./Ms. Last Name:

Thank you very much for the opportunity to interview for the position of manager trainee today. I enjoyed speaking with you, meeting other members of the staff, and the opportunity to learn more about this position. I am very interested in this position and the opportunity to join your team.

This job feels like a very good match between my skills and experience and the requirements of this job. As we discussed, you need someone with strong organizational skills, and I have extensive experience with management and staff training. In addition, in my current position as assistant manager has provided the opportunity to refine my abilities in interpersonal communication and staff development which is essential for the position of manager trainee.

Again, thank you for considering me for this wonderful opportunity. Please let me know if you have any questions or concerns or need more information. I look forward to hearing from you next week and hope to join your staff soon.

Sincerely,

Rose Royce