

Professional Job: Reverse Chronological

Full-time Job: Tailored

JONATHAN D. WILLIAMS

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OBJECTIVE

Full-time position in Organizational Development in a public corporation utilizing my research, organizational and communication skills

EDUCATION

UNIVERSITY OF RHODE ISLAND, Kingston, RI

Master of Science in Labor Relations and Human Resources August 200X

Relevant courses: Industrial/Organizational Psychology, Personnel, Measurement, Organizational Development, Research and Survey Methods, Employment Law, and Marketing Management

AMHERST COLLEGE, Amherst, MA

Bachelor of Arts in Psychology

May 2005

Study Abroad Program (Netherlands)

Fall 2003

EXPERIENCE

THE JOSEPH GROUP, Providence, RI

Organizational Development Intern

Fall 2005 - Present

- Work closely with clients to achieve the desired results for their specific programs
- Research topics such as matrix management and team building, and utilize this information for the development of corresponding programs and competency models
- Play a significant role in the expansion process of a small OD consulting company
- Develop materials for leadership development and strategic thinking programs

NEVINS INC., Charlotte, NC

Human Resource Intern

Summer 2005

- Researched and developed a domestic violence policy for the community-based advocacy organization and created press release
- Presented and discussed the results on a behavior styles questionnaire to management team
- Developed a reward/incentive program to promote safety issues

URI PSYCHOLOGY DEPARTMENT, Kingston, RI

Graduate Teaching Assistant

Aug. 2004 - May 2005

- Taught two General Psychology lab classes each semester
- Proctored computer lab and assisted students with creating graphs and utilizing SPSS

FIDELITY INVESTMENTS, Boston, MA

HR Coordinator (Fidelity TempWorks)

Nov. 2003 - July 2004

- Placed and filed orders for temporaries within Fidelity
- Conducted brief interviews at open houses to identify applicants' interests and availability
- Checked references and assisted with resolution of credit issues
- Trained other HR Coordinators

CULLINAN ENGINEERING, Boston, MA

Administrative Assistant/Office Manager

Summers 2002 - 2003

- Revamped interview questionnaire; screened potential candidates in preliminary interview
- Created classified ads in newspapers and magazines and negotiated listing fees
- Managed office in absence of director; trained and supervised receptionist

AFFILIATIONS

American Psychological Association Graduate Student Affiliate

Society for Industrial and Organizational Psychology (student member)

COMPUTER SKILLS

Microsoft Word, Excel, Access and PowerPoint; SPSS; Restrax; WordPerfect; Quicken

Amelia Marks

aka345@aol.com

Campus: 272 Mooresfield Road, Kingston, RI 02881

Permanent: 25 Pleasant Avenue, Smithfield, RI 02337

(401) 783-5555

(401) 233-5555

EDUCATION

University of Rhode Island, Kingston, RI May 201X

Bachelor of Science in Business Administration

Major: **Accounting** Minor: **Spanish**

Overall GPA: 3.4/4.0 Dean's List

H&R Block, Cranston, RI

Tax Preparation Course

Study Abroad: **Athens, Greece** Spring 201X

LANGUAGE SKILLS

Fluent in Greek language both oral and written

Understanding of Spanish language both oral and written

COMPUTER SKILLS

Proficient in Microsoft Office, Internet and E-mail; knowledgeable in Avante and SBClient

ACCOUNTING EXPERIENCE

Accounting Intern, **KPMG, Athens, Greece** Fall 2011

- ♦ Utilized English and Greek language skills to assist overseas clients.
- ♦ Evaluated personal and business tax information for accuracy.

Accounting Intern, **Dynisco, Sharon, MA** Fall 2010 - Spring 2011

- ♦ Utilized analytical skills to research cost variances for Production Department.
- ♦ Processed monthly closing journal entries using SBClient.
- ♦ Reconciled bank statements.
- ♦ Performed accounts payable functions and posted transactions on a weekly basis as a member of a three person team.

WORK EXPERIENCE

Waitress, **Tony's Pizza Palace, Smithfield, RI** 2009 - 2010

- ♦ Manage financial records and maintain register receipts.
- ♦ Open and close facility and entrusted with nightly cash out.
- ♦ Maintain a professional, friendly attitude while serving customers.
- ♦ Develop problem solving skills while working in a group.

Library Assistant, **URI Career Services Library, Kingston, RI** 2008 - 2009

- ♦ Assisted students in finding internship, resume and employment information.
- ♦ Scheduled appointments and monitored computer usage.
- ♦ Guided students/alumni through use of internet and web.

HONORS AND AFFILIATIONS

Golden Key National Honor Society

Beta Alpha Psi

Robert A. Rainville Student Employee Award Nominee

Paideia Hellenic Society

Phi Eta Sigma Freshman National Honors Society

Nicholas Whitman

6 Summit Road
 Narragansett, RI 02882
 401-555-6060
 whitman@egr.uri.edu

217 Meadow Lane
 Lansing, MI 48367
 248-555-0595
 nwhit4@aol.com

EDUCATION

University of Rhode Island, Kingston, RI

Bachelor of Science in Chemical Engineering December 20XX
 Overall GPA: 3.4 Major GPA: 3.6

HONORS AND AWARDS

Tau Beta Pi National Honor Society	Dr. David Chronley Award
Golden Key National Honor Society	Golden Key Scholarship
Order of Omega National Honor Society	Centennial Scholarship
Ralph A. Thompson Award	Dean's List

EXPERIENCE

Applied Science Associates, Inc., Narragansett, RI 6/201X — Present
 Engineer

Evaluate chemical processes and the fates of chemicals in aquatic systems. Research and evaluate processes and fates of chemical pollutants for continued development of ASA's ChemMap software. Perform a study on the decay rate of residual chlorine for a salt water sound. Compare modeled data and river field data of the temperature and salinity gradient as a function of time. Maintain and update website content.

Rhode Island Center for Pollution Prevention, Kingston, RI 9/20XX — 6/201X
 Environmental Process Engineer

Assessed potential pollution prevention opportunities for RI industries, such as Textiles, Metal Finishing, Electroplating and Foundries. Progressed to student supervisor. Performed on-site inspections and made recommendations leading to reduction of waste and pollution. Set up and pilot-tested recovery technologies including Electrolytic Recovery, Membrane Filtration, and Diffusion Dialysis. Conducted tests using Gas Chromatography, Atomic Absorption, Spectrophotometer, and Turbidimeter. Determined the Chemical Oxygen Demand and Biological Oxygen Demand.

Glaxo Wellcome Bio-Pharmaceuticals, West Greenwich, RI 5/200X — 8/20XX
 Environmental Process Engineer

Studied operations and procedures throughout the plant to determine the environmental and employee health impact. Worked on improving wastewater treatment facility, troubleshooting ways to lower pH. Collected, analyzed and organized data for presentation. Assisted in the development of achieving ISO 14000. Verified emissions from boilers were within legal limits at a variety of different running capabilities. Produced this information for presentation to the Rhode Island Department of Environmental Management.

COMPUTER SKILLS

Scientific: Aspen, AutoCAD Lt, Polymath, Matlab, Maple, C ++
 Office: Microsoft Word, Excel, PowerPoint, FrontPage; HTML, One Write Plus Accounting

LANGUAGE

Competent in European French; moderate understanding of Spanish

ACTIVITIES

Order of Omega National Honor Society: President
 American Institute of Chemical Engineers, URI Chapter: Secretary
 Alpha Beta Sigma: Vice President of Scholarship, Alumni Chairperson, Assistant
 Scholarship, Greek Week Coordinator, Greek Sing Coordinator
 Outdoors Club

KEITH L. JACKSON

345 America's Cup Avenue Newport, RI 02840 (401) 555-1212 kjacks23@aol.com

SKILLS SUMMARY

- ♦ Ability to manage diverse groups of people and motivate them to achieve goals
- ♦ Knowledgeable regarding benefits administration and conflict negotiation
- ♦ Strong advising and training skills
- ♦ Proficient in use of MSWord, PC and MAC, Excel, PowerPoint and social networking sites
- ♦ Work well independently, deadline oriented and results driven
- ♦ Fluent in French both oral and written, native speaker

EXPERIENCE

Program Assistant

United Way of Rhode Island, Providence, RI December 20XX-Present

- ♦ Build and maintain relationships with vendors, clients and general public
- ♦ Work on team to develop policies /guidelines for the solicitation of donations
- ♦ Assessed student needs and interests to develop relevant programs

Resident Advisor

University of Rhode Island, Kingston, RI September 200X–June 20XX

- ♦ Managed and regulated freshman student resident hall for 157 students
- ♦ Successfully handled logistics for three programs each semester within residence hall
- ♦ Train and mentor new employees, provide written instructional materials
- ♦ Used knowledge of group dynamics to assist student with transition to college life
- ♦ Coached students on success strategies for managing freshman year

Administrative Assistant

American Red Cross, Alexandria, VA Summer 200X

- ♦ Promoted progressively, focus on human relations and leadership
- ♦ Proven ability to establish rapport easily with people from diverse backgrounds

Server

Ruby Tuesday's, Middletown, RI Summer 200X

- ♦ Multi-tasked in fast paced environment
- ♦ Provided exemplary customer service and worked as member of team to serve patrons

LEADERSHIP/VOLUNTEERISM

Orientation Leader

University of Rhode Island, Kingston, RI Summer 20XX

Volunteer Staff

Habitat for Humanity, Kingston, RI Fall 200X

EDUCATION

Bachelor of Arts in Psychology

University of Rhode Island, Kingston, RI May 20XX

Overall GPA 3.4 Dean's List

Associate of Arts

Community College of Rhode Island, Warwick, RI May 200X

ACTION VERBS

Seeking Entry Level Job

MANAGEMENT SKILLS	mediated	overhauled	planned	ADMINISTRATIVE OR
administered	moderated	programmed	projected	DETAIL SKILLS
analyzed	motivated	remodeled	researched	approved
assigned	negotiated	repaired		arranged
attained	persuaded	solved	CREATIVE SKILLS	catalogued
chaired	promoted	trained	acted	classified
contracted	publicized	upgraded	conceptualized	collected
consolidated	reconciled		created	compiled
coordinated	recruited	TEACHING SKILLS	designed	dispatched
delegated	spoke	adapted	developed	executed
developed	translated	advised	directed	generated
directed	wrote	clarified	established	implemented
evaluated		coached	fashioned	inspected
executed	RESEARCH SKILLS	communicated	founded	monitored
improved	clarified	coordinated	illustrated	operated
increased	collected	developed	instituted	organized
organized	critiqued	enabled	integrated	prepared
oversaw	diagnosed	encouraged	introduced	processed
planned	evaluated	evaluated	invented	recorded
prioritized	extracted	facilitated	originated	retrieved
produced	identified	guided	planned	screened
recommended	inspected	informed	revitalized	specified
reviewed	interpreted	initiated	shaped	systematized
scheduled	interviewed	instructed		tabulated
strengthened	investigated	persuaded	HELPING SKILLS	validated
supervised	organized	set goals	assessed	
	reviewed	stimulated	assisted	
COMMUNICATION SKILLS	summarized		clarified	
addressed	surveyed	FINANCIAL SKILLS	coached	
arbitrated	systematized	administered	counseled	
arranged		allocated	demonstrated	
authored	TECHNICAL SKILLS	analyzed	diagnosed	
corresponded	assembled	appraised	educated	
developed	built	audited	expedited	
directed	calculated	balanced	facilitated	
drafted	computed	budgeted	familiarized	
edited	designed	calculated	guided	
enlisted	devised	computed	referred	
formulated	engineered	developed	rehabilitated	
influenced	fabricated	forecast	represented	
interpreted	maintained	managed		
lectured	operated	marketed		

Adapted, enlarged list inspired by Employment Development Department of Palo Alto, CA.

AMBER VATERS

126 Fishel Street, Attleboro, MA 02703 · Phone (401) 866-4528
amber_vaters@yahoo.com

EDUCATION

University of Rhode Island, Kingston, RI May 201X

Bachelor of Arts in Psychology

Minor: **Women's Studies**

Financed 100% of college education through part-time employment

PROFESSIONAL EXPERIENCE

Alternatives, Worcester, MA 20XX-20XX

Relief Counselor

Assisted individuals with all aspects of daily living

Instilled a work ethic in clients to help them succeed in their positions

Produced journal of clients strengths/challenges to create obtainable goals

Lord and Taylor, Providence, RI 20XX-20XX

Training Supervisor

Instructed all new employees on policy and procedures

Provided a training program to instruct employees accuracy on cash and credit transactions

Accountable for all daily monetary matters

WORK EXPERIENCE

Café Nuovo, Providence, RI 2009-Present

Server

Created and maintained exemplary customer relations

Multi-tasked in a fast paced environment

Utilize interpersonal skills to increase sales volume

Developed professional relationships with high profile clientele

Market and increase sales regarding specialty items

Increase billing with suggested menu items and accompanying beverages

Built and maintained relationships with guests and management

Serve high volume, high caliber clientele in fast paced environment

Z-Bar and Grill, Providence, RI 2008-2009

Head Server/Bartender

Utilized communication skills to serve patrons and produce revenue

Accountable for liquor inventory

Handled cash, credit, and traveler check revenue with efficiency

Built and maintained strong patron relationships

VOLUNTEERISM

Special Olympics 2009-201X

COMPUTER SKILLS

Proficient in MS Office (Word, Excel, PowerPoint); Internet Explorer

Career Services and Employer Relations

228 Roosevelt Hall
Kingston, RI 02881
401-874-2311 Fax 401-874-5525
http://career.uri.edu
career@etal.uri.edu

RESUME WRITING

The resume is a focused summary of your academic background, qualifications and skills that you have to offer a potential employer. There are many styles of resumes and we have included some samples in this handout. Additional samples can be found in the Career Services Resource Center, Roosevelt Hall, Rooms 221-223. **A Career Advisor is also available to check your resume, whether during our walk-in career advising hours (posted each semester) or during a scheduled appointment.**

Guidelines

- Concise, easy to read. Use a laser or good quality ink-jet printer.
- Print one side only.
- One page resume; two pages only for those with significant work experience or graduate degrees. Must include your name and "page 2" on second.
- Use brief action verb phrases, rather than complete sentences.
- Incorporate key words from your major and career field.
- Try to be results-oriented in your descriptions; quantify when possible.
- Avoid personal pronouns ("I," "me," etc.) in the resume, but not in the letter.
- Avoid using a resume template; create your document from scratch.
- Use a font size of 10-12 points; section headings may be larger.
- Have well-organized headings/presentation that encourage readability.
- Highlight some parts of your resume (your name, degree, major, position titles), but don't overdo it. Dates are not a point of emphasis.
- Use a balance of blank space and margins. Don't cram it in the page!
- Check spelling and grammar for errors. It must be **perfect!**
- Use light color paper; many resumes are scanned or copied when received.
- Resumes are often e-mailed or pasted into web sites; an MS Word or PDF document is usually expected. Give them what they ask for!

Scannable Resume Tips

- As above, but white paper is best.
- Use plain, non-decorative, non-serif typefaces.
- Avoid italics, underlining, graphics, bullets, tabs or shading. CAPS and **bold** are fine.
- Avoid staples and folds. If you must fold your resume, do not fold on a line

Sections of a Resume

CONTACT INFORMATION: Name, current address, and phone number. You might also include your permanent phone number and address for messages. If you are regularly using e-mail, include your e-mail address as well. Do not include personal data, i.e. height, weight, marital status, etc.

OBJECTIVE:OPTIONAL. If you decide to include one, state the focus of what you are seeking, what kinds of skills you offer, and the setting that interests you. Your objective should be the central organizing element from which all other elements in the resume flow. It should tell employers what it is you want to do, can do, and will do for them. Put in its most powerful form, your objective should be employer-centered rather than self-centered. It should incorporate both a skill set and an outcome in reference to your major strengths and employer's major needs. **Example: To obtain a position in data analysis where skills in mathematics, computer programming, and deductive reasoning will contribute to new system development.**

EDUCATION: Name of degree-granting institution, specific degree and date received (month & year), major, minor or concentration, and grade point average (if it is 3.0 or higher). Listing other schools attended, if you did not get a degree, is not necessary.

EXPERIENCE: Part-time, summer and full-time, internships, senior project, class project, labs, military, entrepreneur, extra-curricular leadership, whether paid or volunteer; dates, employers, locations (city, state), position titles and descriptions. Stress accomplishments, variety of duties performed, progressive increases in responsibility, percentage of college expenses earned; quantify when possible. Experiences can be grouped in many categories: "Relevant," "Leadership," "Employment," "Volunteer," etc. A Career Advisor can assist you in organizing your individual experiences.

OTHER CATEGORIES: Professional certification and/or licensure, affiliations or professional associations, computer skills (systems and/or languages), technical or laboratory skills, leadership, and bilingual language abilities.

REFERENCES: It is not advisable to list reference names on your resume. Put on a separate sheet with "References of" at the top of the page. For each name, include their title, organization/company, address, email, and telephone number. Be sure to request permission to use a person's name in this way.

Example: Ms. Carey Bradshaw
Editor, Suncoast Publications
27 Oakland Parkway
NY, NY 12122
508-269-1378
cbradshaw@suncoast.com