#### **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 Cover Letter Utilizing Statement of Reference***

123 Accounts Payable Lane

Moneyville, NJ 08029

856-863-9547

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

# ***Sample of Cover Letter***

Dawn Lowell

322 Mullica Hill Road

Glassboro, NJ 08028

856-256-4322

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- 222-2348.

Thank you for your time and consideration.

Respectfully,

Dawn Lowell

**Resume Checklist**

***General Resume Guidelines****.*

**Professional Appearance**

* Material fits neatly on one page. Margins approximately 1 inch on all four sides. 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 Helvetica. 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.
* Objective clearly stating position being sought, usually beginning with “To obtain a position as….” or “Seeking an entry level position in…”
* 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:

**Bachelor of Arts, History** May 200x **Bachelor of Science, Finance** expected May 200x  **Minor: Psychology** Rowan University, Glassboro, NJ Rowan University, Glassboro, NJ GPA 3.9, Dean’s List, Medallion Award

GPA 3.4, Dean’s List 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” and “my” 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.

**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.)*

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**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**

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**Activities & Interests**

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**References available upon request.**

***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](mailto:adda9973@rowan.edu)

# **OBJECTIVE**

An entry-level position in public relations or marketing.

## **EDUCATION**

**Bachelor of Arts, Public Relations**

**Concentration: Leadership Studies** May 201x

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 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 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 UniversityStudent 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**](mailto:jlaptop@hotmail.com)

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

**EDUCATION Bachelor of Science, Computer Science** anticipated December 201x

**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 201x

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:**  **Permanent address:**

369 Mansion Park 2115 Herbert Drive

Glassboro, NJ 08028 Willingboro, NJ 08046

856-256-3372 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 201x

Rowan University, Glassboro, New Jersey

GPA 3.2/4.0, Dean’s List

**Related Courses**

Parole, Probation and Community CorrectionSocial 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

***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**

**OBJECTIVE** Seeking an entry-level position in environmental management.

**EDUCATION**

**Bachelor of Science, Civil Engineering** May 201x

**Emphasis: Environmental Engineering**

Rowan University,Glassboro, NJ

GPA 3.77, Dean’s List

Magna Cum Laude honors anticipated

**RELATED EXPERIENCE**

**Undergraduate Researcher** April 201x – 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 ACTIVTIES**

## 

## 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.

***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 201x

**Minor: Spanish**

Rowan University, Glassboro, New Jersey

GPA: 3.7, Dean’s List, Magna Cum Laude

**Financed 100% of college education**

**COURSE** Social Problems, Human Service Organizations, Sociology of Work,

**HIGHLIGHTS** Introduction to Sociology, Intermediate Spanish I & II, Advanced Spanish Conversation, Advanced Spanish Grammar

**INTERNSHIP** **Program Coordinator** Spring 201x

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** Bilingual: Spanish/English

**SKILLS** 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** Lotus 1-2-3, Windows, WordPerfect 6.0, EXCEL, Quicken, DOS, Ventura,

**SKILLS** Desktop Publishing, Internet

**HONORS** Glassboro Businessmen’s Association Scholarship, 2008

National Merit Scholar, 2008

**WORK HISTORY** **Night Assistant Manager**  May 200x – December 201x

Burgerqueen, Glassboro, New Jersey

Supervised employees, coordinated work schedules and managed customer complaints. Processed bank deposits and resolved employee disputes.

**References available upon request.**

## ***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**

**OBJECTIVE:** Research Associate position with a biotechnology firm.

#### **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**

#### **Applied Research**

* 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, 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 Biology Department, Glassboro, NJ 200x – 200x

**Youth Counselor** Vineland Day Care Program, Vineland, NJ Summer 200x

**Teaching Assistant** Buena Vista Normal School, Buena, NJ 200x – 200x

#### **EDUCATION**

**Bachelor of Science, Biology** Rowan University, Glassboro, NJ May 200x **Associate of Science, Chemistry** Gloucester County College, Sewell, NJ May 200x

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

#### **AWARDS and ACTIVITIES**

Dean’s List

Albert Einstein Scholarship

Member, American Association of Biologists

Volunteer, Dumbville Ambulance Service

**REFERENCES:** Available upon request.

# ***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**](mailto: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 201x

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.**

***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. 201x

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 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.

**ADDITIONAL EXPERIENCE**

**SALESPERSON** Summer 2007 **Old Navy,** Clayton, NJ

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

**REFERENCES**

Available Upon Request

***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**](mailto:Gett9485@rowan.edu)

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

**EDUCATION:** **Bachelor of Science, Business Administration** May 201x

Rowan University, Glassboro, NJ

Specialization: Management

GPA: 3.5, Dean’s List, Cum Laude

**COURSE** Organizational Behavior, Integrated Software for Business, Management

**HIGHLIGHTS:** 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 201x - Present

**Assistant Manager** The GAP, Marlton, NJ 200x – 201x

**COMPUTER**  Microsoft Office, Internet, Excel, DOS.

**SKILLS:**

**PROFESSIONAL** Society of Human Resource Management, Rowan University Student **ASSOCIATIONS:** Chapter, Vice President; Career Fair Chairperson;

Tri-State Human Resource Management Association, Member.

**ACTIVITIES:** Pi Sigma Alpha, Secretary;

American Red Cross, Volunteer.

### ***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**](mailto:wteacher@comast.net)

# **CAREER OBJECTIVE**

Seeking an elementary education teaching position in southern New Jersey.

# **EDUCATION**

**Bachelor of Arts, Elementary Education / History** May 201x

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**

**Student Teacher,** School #4, Maple Shade, NJ Spring 201x

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 201x - 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 201x - 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 August 200x - Present

Presently on call as mascot – The Rainbow Bear

## **PORTFOLIO AND REFERENCES AVAILABLE UPON REQUEST**