

RESUME 101

A Step-by-Step Guide to
Developing Your
Resume & Cover Letter



ASBURY UNIVERSITY
CAREER AND CALLING

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What is a Resume?

A resume is a statement of who you are and how you can contribute: your abilities, your accomplishments, your future capabilities. An effective resume will make a prospective employer want to meet you in person to discuss your potential value to her or his organization. A resume is created to land you an interview, **not a job**.

Effective Resumes...

Should:

- Immediately impress the reader
- Be concise—using short phrases
- Be visually appealing; easy to read
- Have a clear skills profile reflecting primary skills mentioned in job posting
- Be targeted to the applied-for position
- Communicate job-related abilities
- Emphasize your accomplishments
- Focus on the needs of the employer
- Demonstrate increased responsibility
- Distinguish you from other applicants

Should Not:

- Have a vague or generic objective
- Be poorly organized
- Contain misspellings or typographical errors
- Use lengthy sentences or personal pronouns
- Misrepresent your background or qualifications
- Contain irrelevant information
- Omit critical information (dates, education, etc.)
- Require too much interpretation

Important Tips:

Always accompany the resume with a **cover letter** and **reference sheet** personalized to each individual employer. (This includes resumes being sent electronically.) Headings and font should be consistent on all three. Information about cover letters is included in this packet.

Recognize that on average, the employer must find something key about you within a **30 second** scan of your resume to keep you in the running for an interview.

Keep in mind that resumes are subjective based on who is reviewing them. Recognize that ultimately YOU will need to decide what should be included and have a specific reason for including that information.

Writing a quality and effective resume is a time-consuming process requiring many revisions. If you plan to write your resume in one sitting, chances are your brief investment will show in the end product. Be encouraged that the time you take now to write a powerful resume will allow you to use that resume for years to come with minimal additions and adjustments of information.

Getting Started

Where do I begin? Brainstorm! Write down **everything** you can think of—whether you believe it is relevant to the position you are applying for or not. (High school information is typically left off of the resume unless there is something unique and relevant to mention.) You will edit and tailor the resume later. **Take time to brainstorm, maybe over a course of a few days—do not try it all in one sitting.**

Resume Template

Current Address

1 Macklem Drive
Wilmore, KY 40390
(859) 858-3511
Ima.Sample@asbury.edu

Permanent Address

123 Street Name
City, State Zip Code
(123) 456-7890
ImaSample@yahoo.com

Profile

Describe strengths, passion and goals. Include major skills you possess as a professional, which reflect the skills mentioned in the job description. List can include, but is not limited to: computer skills (specific programs), organizational/leadership skills, communication skills, second language skills, First Aid/CPR certification, etc.

Education

Bachelor of Arts in Your Major
Asbury University, Wilmore, KY

Graduation May 2019

Minor/Related Course Work
GPA: 3.3 (or above)

Honors List can include, but is not limited to: Deans List, Scholarships, Awards, cum laude, etc.

Experience**Your Position**

Current Employer; City, State

Date Started-Date Ended

- Major responsibilities/duties within the company
- See page the list of Action Words that will help you
- Make statements that are: factual, positive, brief, relevant, and result-oriented

Your Position

Most Recent Employer; City, State

Date Started-Date Ended

- Major responsibilities/duties within the company
- See the list of Action Words that will help you
- Make statements that are: factual, positive, brief, relevant, and result-oriented

Your Position

Previous Employer; City, State

Date Started-Date Ended

- Major responsibilities/duties within the company
- See the list of Action Words that will help you
- Make statements that are: factual, positive, brief, relevant, and result-oriented

Your Position

Previous Employer; City, State

Date Started-Date Ended

- Major responsibilities/duties within the company
- See page 6 for the list of Action Words that will help you
- Make statements that are: factual, positive, brief, relevant, and result-oriented

Leadership, Service, Community Involvement

List can include, but is not limited to: All leadership positions you've held, volunteer experience, community ministries, church ministries, intramural sports teams, committee involvement, SGA/other organization involvement, mission trips (include country and ministry).

The Anatomy of a Resume

Formatting Details

Use a standard font for body of resume, between 10-12 font size, and 18-24 font size for name. Do not use multiple fonts or decorative fonts—keep it professional. Margins can be from ½ inch to 1 inch, top to bottom and left to right. Avoid too much white space.

Heading/Identification

This should include your:

- **Name:** This should be the most prominent piece of your resume. Be sure to have it in a larger **font size (18-24)** at the top of the page. Avoid nicknames.
- **Address:** If you can be reached at more than one location during your job search, you may want to list both sets of contact information.
- **Phone Number:** Be sure to identify type of phone (cell, home, or office). Use a professional voicemail.
- **Email Address:** Many employers will communicate via email. Be sure that your email address is professional and permanent (i.e. firstname.lastname@gmail.com). Be sure to give an email address that you check frequently.
- **LinkedIn URL:** Create a LinkedIn profile (online resume and networking source). Then, edit your URL to include your first and last name. Example: <http://www.linkedin.com/in/johndoe>. Be sure to keep your activity up to date and thorough.

Use the **same heading design** and **paper** for your **resume, cover letter and reference sheet**.

Profile

Keep it focused, concise, and specific so it's written in a paragraph form of 3-4 sentences or bulleted highlights that reveal your specific areas of expertise. The profile should include your **key strengths, your passion/experience** and your **goal/focus**. Include key words from the job listing and illustrate how your experience and skills meet the employer's needs. Your profile section will frequently be rewritten based on the particular position for which you are applying. In some cases, a profile is not needed.

Education (Your most recent, full-time role has been that of a student, so list your education first.)

Be sure to include:

- **Name** and **location** of **each** institution where a degree was earned
- **Degree** earned or earning, with your major(s) and minor(s) and (if applicable) additional or related course work
- **Graduation date** and **GPA** if above 3.3
- **Academic honors** (dean's list, cum laude, etc)

Potential Subsections to Add to Education:

- **Study abroad** experience
- **Coursework** relevant to the position or graduate school program
- **Honors** (Honors can be a subsection of education or, it can be its own section. The location of the honors section depends on the number and/or type of honors and their relevancy to the position sought.)

Work Experience/Related Experience

Choosing a format:

This is the main body of your resume. The two most standard formats are chronological and functional. [See sample resumes later in packet for examples]

- **Chronological-** List experience in reverse chronological order (**most recent first**). It is very effective for highlighting work, internship and/or volunteer history, especially if upward movement is evident. This format is most commonly used by recent college graduates.
- **Functional-** Organizes and highlights your skill set by using section headings to divide experience into skill categories. This style is most beneficial for individuals who do not have much work experience, are changing careers, or are graduates looking for a job that is not directly related to their major.

Entering the basics:

Briefly give the employer an overview of work you have done that has developed the skills you want to highlight. Make sure to include:

- Title of position
- Name of organization
- Location of work (city, state)
- Dates of employment (month/year or season/year)
- Description of your work responsibilities with **emphasis on specific skills and achievements**

Describing the work/experience:

Using bullet points is an effective strategy for describing your experience. Beginning each bullet point with a past tense action verb will focus on your skills. (Present tense verbs should only be used for actions that you are doing presently.) Use the action verb list to emphasize your abilities and accomplishments. Your resume should sound positive and confident. Avoid large blocks of text.

Add-Ons to the Basic Anatomy of a Resume

Choose from the following to strengthen and compliment the core of your resume. Include items that most directly relate to the position for which you are applying.

Leadership/Honors/Community Involvement:

Include professional, school, and community activities. Stress leadership roles, accomplishments, and awards received. Be sure to include any cross-cultural and service experiences that did not fit in the work experience section.

Special Skills/Certifications:

Note if you have computer skills or specialized training in the field you are applying for. Be sure to include any language skills or special licenses/certifications.

**Aim for a ONE PAGE resume!
It is preferred by employers for recent graduates.**

Action Word List

Accommodated	Coordinated	Gained	Operated	Restructured
Accomplished	Corresponded	Gathered	Ordered	Reviewed
Accounted for	Counseled	Generated	Organized	Revised
Achieved	Crafted	Greeted	Overcame	Scheduled
Acquired	Created	Grossed	Overhauled	Screened
Acted	Cultivated	Guided	Oversaw	Secured
Activated	Critiqued	Handled	Participated	Selected
Adapted	Dealt	Headed	Performed	Sent
Addressed	Decided	Helped	Persuaded	Separated
Advised	Decreased	Highlighted	Piloted	Served
Alerted	Defined	Hired	Pinpointed	Shaped
Allocated	Delegated	Identified	Planned	Showed
Analyzed	Delivered	Illustrated	Predicted	Simplified
Anticipated	Demonstrated	Implemented	Prepared	Sold
Appraised	Designated	Improved	Presided	Solved
Approved	Designed	Increased	Prevented	Sorted
Arranged	Determined	Influenced	Presented	Sought
Ascertained	Developed	Informed	Prioritized	Sparked
Assembled	Devised	Initiated	Processed	Specialized in
Assisted	Diagnosed	Inspected	Produced	Specified
Attained	Directed	Installed	Programmed	Spoke
Authored	Discovered	Instructed	Promoted	Sponsored
Balanced	Dispensed	Integrated	Proofed	Started
Began	Displayed	Interpreted	Proposed	Stimulated
Bolstered	Distributed	Interviewed	Protected	Streamlined
Briefed	Doubled	Introduced	Proved	Strengthened
Budgeted	Drafted	Invented	Provided	Studied
Built	Earned	Inventoried	Publicized	Structured
Calculated	Edited	Investigated	Published	Submitted
Catalogued	Educated	Joined	Purchased	Succeeded
Changed	Elected	Justified	Qualified	Suggested
Charted	Eliminated	Launched	Questioned	Summarized
Clarified	Enabled	Lectured	Raised	Supervised
Classified	Encouraged	Led	Rated	Supplemented
Coached	Enforced	Lobbied	Realized	Supported
Collaborated	Enhanced	Logged	Reasoned	Surpassed
Collected	Enlarged	Maintained	Received	Surveyed
Combined	Enlisted	Managed	Recognized	Targeted
Communicated	Established	Marketed	Recommended	Taught
Compared	Estimated	Mastered	Reconciled	Tested
Compiled	Evaluated	Mediated	Recruited	Tracked
Completed	Examined	Met	Reduced	Trained
Composed	Exercised	Modeled	Referred	Transformed
Computed	Expanded	Modified	Reinforced	Translated
Condensed	Explained	Monitored	Reorganized	Traveled
Conducted	Explored	Motivated	Repaired	Tutored
Consolidated	Familiarized	Named	Replaced	Undertook
Consulted	Filed	Navigated	Reported	Updated
Constructed	Focused	Negotiated	Represented	Utilized
Continued	Formed	Observed	Researched	Welcomed
Contributed	Formulated	Obtained	Responded	Won
Convinced	Fostered	Opened	Restored	Wrote

Developing a Bullet Point

To develop a bullet point, write an action-packed, results-oriented statement!

1) **action word** 2) **what/how many/for who** 3) **why/result/impact/goal**

Example:

- Maintained twelve months of reconciled records for Asbury Young Republican club resulting in balanced year-end budget.

Polishing Descriptions in Your Experience Section

First Draft...	moving towards...	...Final draft
<ul style="list-style-type: none">• I had certain jobs to do every day and I just got them done.		<ul style="list-style-type: none">• Effectively managed time to meet deadlines for completing assigned projects
<ul style="list-style-type: none">• I talked with people who came in and answered the phone.		<ul style="list-style-type: none">• Tactfully interacted and communicated with customers to address their requests
<ul style="list-style-type: none">• I did everything when the secretary wasn't in.		<ul style="list-style-type: none">• Assumed full responsibility for office coverage in secretary's absence
<ul style="list-style-type: none">• I took returns and tried to help people with problems.		<ul style="list-style-type: none">• Exercised diplomacy in negotiating customer complaints and returns
<ul style="list-style-type: none">• I got along with the people that I worked with.		<ul style="list-style-type: none">• Worked cooperatively with 7 co-workers
<ul style="list-style-type: none">• I sold clothes.		<ul style="list-style-type: none">• Effectively initiated sales of casual and professional clothing
<ul style="list-style-type: none">• I waited on tables and took orders.		<ul style="list-style-type: none">• Developed ability to deal with high pressure situations in assisting customers at up to 6 tables at a time
<ul style="list-style-type: none">• I learned menu items and prices quickly.		<ul style="list-style-type: none">• Quickly assimilated and memorized item and price information on menu
<ul style="list-style-type: none">• I tried to be nice to all my customers.		<ul style="list-style-type: none">• Consistently provided excellent customer service
<ul style="list-style-type: none">• I always showed up for work and got my jobs done.		<ul style="list-style-type: none">• Demonstrated reliability in achieving perfect attendance record over a one-year period

Evaluating Your Resume

Check, Check, and Re-Check

Run a spell check on your computer before anyone sees your resume—but don't rely **only** on spell check. You may find yourself involved in lots of “communist” activities instead of lots of “community” activities! Take your resume to the writing lab for extra spell check assistance. Ask your career counselor, friends, family, or professors to proofread. The more people who see your resume, the more likely that misspelled words and awkward phrases will be identified.

Evaluate your resume with the following questions:

- Is the page too busy with different fonts, lines, sizes, indents, or boxes?
- Is the information well-spaced?
- Is there too much “white space”? Not enough?
- Is important information quick and easy to find?
- Do all entries highlight a capability or accomplishment?
- Is your name, address, phone number, and e-mail complete, correct, and easy to locate?
- Are all your verb tenses consistent (all past tense)?
- Is repetition of words or phrases kept to a minimum?
- Are capitalization, punctuation, and date formats consistent?
- Did you avoid personal pronouns (e.g., I) and articles (e.g., a, an, the)?
- Do you feel confident about your resume?

Final Design

The following tips will give your resume a professional edge:

- Tailor your resume and cover letter to each position you are applying for. Stress the experiences that are most relevant to that specific position.
- Use 8 1/2 x 11-inch lightly colored bond paper. This is also known as “resume paper” and is heavier than regular paper (if mailing: use for resume, cover letter, and reference page).
- Use matching heading for your resume, cover letter, and reference page.
- Use a standard font size for body of resume between 10-12 points, 18-24 points for name.
- Do not use multiple fonts or decorative fonts. It gives your resume a cluttered look.
- Try to avoid using italics, script, and underlined words.
- If mailing your materials, send your resume and cover letter in a large envelope to avoid folding your materials. Do **not** fold or staple your resume and cover letter.

WE'RE HERE TO ASSIST YOU...

Center for Career and Calling staff are available to offer guidance on resume and cover letter writing. Contact us at careerandcalling@asbury.edu for help session times or to make an individual appointment.

RESUME SAMPLE SECTION

Megan Davenport

190 N Fruitport Road, Spring Grove, MN 49456 — mdavenport@gmail.com — (616) 422-9258

SUMMARY

Empathetic, self-starting individual passionate about empowering the marginalized and celebrating diversity. Skilled at organizing people through a strengths-based lens; has a desire for lifelong learning and is fluent in Spanish.

EDUCATION

Bachelor of Arts in Social Work and Spanish: Asbury University, Wilmore, KY

May 2016

Study Abroad Immersion: Acento de Trinity, Seville, Spain

January-May 2014

Spanish Language Certificate: Antigua, Guatemala

June 2013

RELATED EXPERIENCE

Practicum II - Kentucky Refugee Ministries - Lexington, KY

August-December 2015

- Provided resettlement services for refugees with the goal of reestablishment and self-sufficiency
- Created a volunteer partnership with a local organization and organized a refugee soccer team
- Collaborated with diverse clients in a culturally competent manner

Resident Assistant - Asbury University - Wilmore, KY

August 2014 to May 2016

- Cultivated hall community and programmed events to provide social opportunities for students
- Assessed and responded to residents' needs, intervening from a place of relationship

Urban Youth Mentor/Camp Counselor - Kids Across America Camps - Golden, MO

June-August 2015

- Positive role model for urban youth; effectively intervened in crisis and discipline situations
- Utilized sports to build campers' self-esteem and perseverance, and to build relationships

Practicum I - Maxwell Street Presbyterian Emergency Assistance - Lexington, KY

January-May 2015

- Provided financial assistance to low-income clients, made referrals, completed documentation
- Mentored and tutored urban youth in an after school program, using sports as a bridge for engagement

Spanish Teacher - Various Families - Spring Grove, MN

Summers 2010-2014

- Started a 6-week, community-based summer program for children preschool to 7th grade
- Taught Spanish language and culture; fostered lasting community relationships

Street Team Volunteer - Solidarios para el Desarrollo - Seville, Spain

January-April 2014

- Cooperated with a multi-generational group of Spaniards to return dignity to the homeless
- Learned the culture and needs of the diverse homeless community; improved cross-cultural and cross-generational communication skills with people of various backgrounds

Summer Intern - New Life Children's Home - Villa Nueva, Guatemala

May-July 2013

- Assisted psychologist in play therapy for neglected children to foster psychosocial healing and motor skills; completed documentation and attended court audience with the social worker
- Nurtured unique relationships with 53 children who have histories of abuse and neglect
- Organized special events such as a soccer tournament, sponsor cards, and a recreation outing

HONORS & AWARDS

Phi Alpha National Social Work Honor Society Member ♦ Dean's List ♦ Sigma Delta Pi National Collegiate Hispanic Honor Society Member and President ♦ HC Morrison Academic Scholarship: 50% tuition ♦ Alumni Scholarship ♦ Church Match Scholarship ♦ Community Foundation Schaffner Endowed Memorial Scholarship

COMMUNITY INVOLVEMENT & SERVICE

Cross-Cultural Travel: Ecuador, Mexico, Uruguay, Chile, Peru, Dominican Republic, Guatemala, Spain, Canary Islands, France ♦ Iglesia Nueva Vida Children's Ministry Volunteer ♦ Asbury Women's Soccer Team ♦ Mentor Pair Program ♦ Threedom Anti-Human Trafficking Club ♦ Class Dance Coordinator

Lauren Brigdale

5178814102 ◊ 1005 Schavey Rd ◊ Detroit, MI, 48820 ◊ lbrigdale@gmail.com
www.linkedin.com/in/laurenbrigdale/

PROFILE

Self-motivated student with excellent teamwork skills, problem-solving abilities, and people skills. Knows conversational Chinese and basic Japanese. Skilled in budgeting, time management, and written and oral communication.

EDUCATION

Bachelor of Arts in Business Management with Public Relation Minor
Asbury University, Wilmore, KY

May 2015

RELEVANT COURSEWORK

Principles of Marketing, Principles of Management, Interactive Media, Business Communication, Advanced Public Relations.

PAST EXPERIENCE

Bed Bath and Beyond
Sales Associate

Lexington, KY
October 2014-May 2015

- Aided customers in choosing the best item for their current needs.
- Operated the cash register and helped customers in determining the best way to save money.
- Handled returns and addressed customers' questions.

The Asburian(University Yearbook)
Business Manager, Asbury University

Wilmore, KY
2013-2014 and 2014-2015 School Year

- Collected receipts and processed reimbursements for expenses related to yearbook meetings, payments, and other relevant expenses.
- Handled a budget of \$38,000 and reconciled expenses as needed
- Compiled a list of past seniors and was responsible for the distribution of yearbooks to recent alumni.
- Participated in designing pages of the yearbook and assisted the Managing Editor with tasks as needed.
- Interacted with students and alumni regarding questions or concerns they have with The Asburian.

Walking in Faith Fall Festival and 5K
Business Director, Asbury University

Wilmore, KY
August-November 2014

- Led a group of five people in charge of raising money for the community event.
- Created a donor letter and sponsorship form to deliver to businesses.
- Attracted more than 200 runners and around 1,000 people to the event.
- Raised \$10,000 to help a local woman who had recent amputations with her medical expenses.
- Event was featured on many Lexington, KY television, news, and print outlets.
- Event received the Betty Price Community Service Award from the City of Wilmore.

Asbury Reunion 2014
Reunion Ambassador, Asbury University

Wilmore, KY
June 2014

- Assisted in the final planning of the three day class reunion event.
- Made preparations to accommodate more than 850 people on campus.
- Aided in setting up, leading, and tearing down various activities held during the three day event.

VOLUNTEER WORK

Wesley Woods Camp
Camp counselor

Dowling, MI
Summers 2010-2014

- Planned and implemented a morning lesson to campers.
- Ensured safety of campers by providing a structured and nurturing environment.

Cloe Northman

1 Macklem Drive, Wilmore, KY, 40390; 270.841.0268; cnorthman@gmail.com

Profile

- The ability to easily relate with and appreciate persons of all diversities through upbringing in Africa
- Highly motivated by competency and self-directed within tasks and leadership positions with preference for teamwork
- A lifelong desire for personal and vocational development with a deep commitment to working for God and His Kingdom by investing in and helping His people

Education

Bachelor of Arts in Christian Ministries

Graduation: May 2016

Asbury University, Wilmore, KY

Minor: **Outdoor Adventure Leadership**; GPA: **3.8**

Relevant Coursework: 8 Semesters of Spanish, Cross-Cultural Minister's Life and Work, Organizational Strategies for Ministry, Economics, Principles of Advanced Leadership, Dynamics of Spiritual Growth

Work Experience

Secretary Assistant

January 2014 – May 2016

Asbury University Center for Counseling, Wilmore, KY

- Planned, coordinated, and implemented various retreats and organizational events
- Managed financial affairs and records
- Created and implemented effective organization systems to drastically reduce filing system efforts.
- Scheduled clients and counselors
- Assisted Counselors with clerical and organizational needs

Program Development Liaison

Summer 2015

Asbury Initiative Program, Good Shepherd Church, and Heart of Africa, Kenya

- Developed the implementation of the Chrysalis youth spiritual formation program into the Africa Gospel Church
- Functioned as a liaison in diluting cultural barriers between American and Kenyan leadership
- Reported on and presented the progress and end results of the Chrysalis program implementation to Asbury students, faculty, staff, and Heart of Africa Officials

Personal Assistant to Owner

January 2013 – September 2014

Robert A Burry Architects, Shelbyville, KY

- Aided in physical remodeling and restoration of dilapidated or demolished property
- Performed various tasks per owners request enabling cohesive work production
- Assisted in the monitoring of safety precautions

Child Care Provider

January 2012 – January 2012

Asbury Theological Seminary Daycare, Wilmore, KY

- Organized and administrated curriculum and lesson plans for groups numbering up to 15 children
- Cohesively taught and managed children, ages ranging from 0-10 years
- Facilitated administrative paperwork
- Monitored child health and wellbeing while maintaining professional communication with parents as needed

Volunteer Experience

- Memphis, TN: Provided Housing care for impoverished inner city families and managed child work teams.
- Guatemala: Provided Community Health Construction for the Education System
- Kenya, Africa: Participated in Community Development Programs
- The Dominican Republic: Provided Child Care and Church Construction
- Costa Rica: Constructed a Worship Facility for the local community
- Haiti: Rebuilt a local church damaged by earthquake.

Special Skills

- Highly competent in all native Microsoft applications
- Wilderness First Responder – Wilderness Medical Association Certified

Amy Michelle Christianson

301 West Oak Street ♦ Nicholasville, KY 40356 ♦ Cell: (859) 797- 4128

Email: amy.christianson@asbury.edu

Profile

- High-achieving, motivated business and accounting student with solid academic background and leadership involvement
- Detail oriented individual who adapts quickly to new situations and skill sets
- Desiring to gain business experience through pursuing a tax internship in the spring of 2015 in the Lexington area.

Education

Bachelor of Arts in Business Management & Accounting

Graduation May 2017

Asbury University, Wilmore, Kentucky

Overall GPA: 3.89 (Major GPA: 3.95)

Relevant Courses: Federal Income Tax ♦ Financial Accounting ♦ Managerial Accounting ♦ Intermediate Accounting I ♦ Business Law ♦ Management ♦ Microeconomics ♦ Macroeconomics ♦ International Financial Markets ♦ Marketing

Academic Honors:

School of Business Scholar Award Recipient

Henry Clay Morrison Scholar Recipient

Dean's List

Experience

Business Owner

June 2009-present

Gems & Jewels by Amy, Nicholasville, KY

- Design and produce unique pieces of jewelry; distributed through parties, events, and special orders
- Generate \$2000-\$3000 in profit selling 400-500 pieces annually
- Track costs of supplies and production to determine the appropriate selling price of each piece
- Emphasis on producing high quality products to promote customer satisfaction
- Recently expanded product line to include personalization items such as ornaments and house decorations

Administrative Volunteer

April 2009 – June 2014

Cornerstone Baptist Church, Nicholasville, KY

- Implement sack lunch Sundays, raising \$500 to \$1000 monthly for missions funding
- Established a missions team of 10 people that meets bi-weekly
- Coordinated a team of 10-15 youth to serve in Eastern KY as a student leader representative

Cafeteria Worker

August 2013-December 2013

Pioneer Catering, Wilmore, KY

- Dependable employee that never missed an assigned shift
- Engaged customers to ensure they had a positive experience
- Monitored food supply and provided cleanup assistance

Daniel Morgan

1 Macklem Drive, Wilmore, KY | 819-900-8923 | dmorgan@gmail.com

Profile

- Mature, highly-disciplined student with solid academic background and a professional demeanor
- Experience in shadowing therapists in the outpatient and geriatric settings
- Seeking employment for a company where I can advance my current knowledge and acquire skills applicable to the physical therapy field

Education

BACHELOR OF SCIENCE DEGREE | ASBURY UNIVERSITY | WILMORE, KY | MAY 2016

- Major: Exercise Science (Pre-Physical Therapy)
- Minor: Biology
- Current Grade Point Average: 3.98
- Dean's List: 5 semesters
- Asbury Presidential Scholar: 2012-2016
- Men's Basketball Scholarship: 2012-2016
- Related Coursework: CPR/AED certified by the American Red Cross, bloodborne pathogen training certified, HIPAA training certified, training in professional conduct and personal responsibility by the Asbury Center for Career and Calling, approximately 70 hours of physical therapy job shadowing in outpatient and geriatric settings, solid knowledge base in anatomy and physiology, motor learning and development, strength and conditioning, physical fitness assessment and prescription, nutrition, injury care and safety, medical terminology, chemistry, and biology

Related Experience

VOLUNTEER/JOB SHADOWING | WOODFORD PHYSICAL THERAPY | VERSAILLES, KY | SUMMER 2014

- Observed physical therapists in an outpatient setting
- Interacted with patients of all age groups who were inhibited by various injuries, particularly those in the synovial joint vicinities
- Gained procedural knowledge regarding the administration of various exercises and therapeutic techniques

VOLUNTEER/JOB SHADOWING | PRESTON HEALTHCARE CENTER | PRESTON, KY | SUMMER 2014

- Observed the daily routines of physical therapists in a geriatric setting
- Assisted physical therapists by transporting walkers and wheel chairs to desired locations
- Discovered exercises used on elderly individuals to maintain muscular strength, flexibility, and balance

VOLUNTEER/JOB SHADOWING | THOMSON HOOD VETERANS CENTER | WILMORE, KY | WINTER 2014

- Attained knowledge regarding paper work protocol
- Learned the restrictions placed on patients after having a posterior hip replacement
- Communicated with residents and roused conversations regarding their personal experiences in the armed forces

BASKETBALL SKILLS INSTRUCTOR | ASBURY UNIVERSITY | WILMORE, KY | SUMMER 2012- 2014

- Instructed youths and adolescents on acquiring fundamental basketball skills
- Encouraged participation by integrating engaging activities
- Emphasized the importance of teamwork and collaboration among individuals
- Praised individuals' personal achievements and improvements
- Purchased and organized meals for all campers

Skills and Abilities

- Excellent written and verbal communication skills
- Thrive in a team environment and work well with others, as well as independently
- Respectful and adhering to leadership directives at appropriate times

Margaret Mason

327 Gondola Drive Lexington, KY 40513 ♦ margaret.mason@gmail.com ♦ Primary: (859) 536-9849

Profile

Driven, enthusiastic educator who desires to make a difference in the lives of students and excite them about learning. Skilled in establishing a relaxed classroom climate to promote comfortable learning and relationship development. Strives to present instruction and assessment in a variety of methods based on the knowledge that classrooms are full of diverse learners. Desires to communicate and work positively with school-wide team to help students thrive and grow.

Education and Certification

Bachelor of Arts in Elementary Education (K-6); Emphasis: Social Studies; GPA: 3.98

Asbury University, Wilmore, KY (May 2014)

Academic Honors: Dean's List, H.C. Morrison Scholarship (50% tuition)

Teaching Experience

401 Clinical Teaching Experience (September 2013 – November 2013)

Breckinridge Elementary, 2nd grade, Lexington, KY

- Acquired 70+ hours of teaching, participation, and observation hours
- Designed two KTIP lesson plans in reading and math
- Regularly participated in individual and small group instruction
- Integrated technology into lessons through videos and a document camera
- Established positive relationships with students, teachers, and administrators

301 Clinical Teaching Experience (September 2012 – November 2012)

Brookside Elementary, 4th grade, Nicholasville, KY

- Conducted 80+ hours of teaching, participation, and observation hours
- Designed five KTIP lesson plans in addition to a KTIP three day mini unit
- Participated in 4th grade planning meetings, student assessment and remediation, and field trips
- Utilized SMART Board and document camera technology

Substitute (Spring 2011 – Spring 2012)

Fayette County Public Schools, Lexington, KY

- Served as paraeducator and classroom teacher
- Instructed small groups and centers
- Implemented lesson plans and classroom management strategies

Site Director for Preschool Summer Camp (May 2012 – August 2012)

Beaumont YMCA, Lexington, KY

- Planned lessons five days a week
 - Delegated responsibilities among assistants
 - Established relationships and contact with campers and parents
-

Honors and Activities

Member of Asbury Women's Varsity Volleyball Team (2010-2013)

- Team Captain (2013)
- NAIA Scholar Athlete (2012 and 2013)
- Capital One CoSIDA Academic All-American (2012); Capital One CoSIDA Academic All District 1st Team (2013)

Member of TELL (Teachers' Education for Learning and Leading) – All four years

Mentor to a 2nd grader at Nicholasville Elementary; Nicholasville, KY – Fall 2011

ESL tutor for preschooler; Lexington, KY – Spring/Summer 2011

Summer nanny to three boys: Ages 2, 4, and 6 – Summer 2011

Nursery Worker at Daybreak Community Church; worked with 2-3 year olds – Summer 2010, Fall 2011-Fall 2012

Jean Marie Journalism

Home: 20 Holiday Drive • Anywhere, State 00001

School: 1 Macklem Drive • Wilmore, KY 40390

Phone: (555) 555-5555

E-mail: Jean.Journalism01@gmail.com

LinkedIn: <http://www.linkedin.com/in/jeanjournalism>

Education

Bachelor of Arts in Journalism and English

Asbury University - Wilmore, KY

May 2015 • GPA: 3.4

Related Skills

Adobe Creative Suite (InDesign, Photoshop)

AP Manual of Style, Chicago Manual of Style,

Microsoft Office (Word, Excel, PowerPoint, etc.)

Excellent Grammar, Photography

Related Experience

Executive Editor (August 2012 – May 2014)

Asbury University – “The Asbury Collegian” www.asburycollegian.com, Wilmore, KY

- Oversaw total content, appearance and production of the weekly campus newspaper
- Recruited, trained and supervised nine section editors in addition to managing policy, standards and organization; met 100 percent of production deadlines
- Planned and facilitated staff meetings to coordinate weekly content among a team of 15-20 editors, senior writers, staff writers, and columnists
- Coordinated publication by communicating with publishers at LexPress

Book Publishing Intern (Summer 2013)

Focus on the Family – Colorado Springs, CO

- Evaluated book proposals and manuscripts, offered suggestions for editorial direction
- Proofed manuscripts in Chicago style and typesetting through InDesign before being sent for publication
- Selected as a contributing writer for a movie produced by Walmart: “A Walk in My Shoes”
- Reviewed materials written and produced by Chip Ingram for publication consideration, and co-authored a freelance article in the children’s magazine “Clubhouse Jr.”

Copy Editor (August 2011 – May 2012)

Asbury University – “The Asbury Collegian” www.asburycollegian.com, Wilmore, KY

- Edited the weekly campus newspaper, word by word
- Ensured precision in grammar, AP style and consistency in appearance

Work Experience

Writing Tutor (August 2012 – May 2014)

Asbury University – Center for Academic Excellence , Wilmore, KY

- Taught ENG 110 freshmen the basics in grammar and paper organization
- Correct walk-in writers; papers, show them mistakes and teach them how to avoid making same mistakes

Resident Assistant (August 2011 – May 2012)

Asbury University – Glide-Crawford Residence Hall , Wilmore, KY

- Facilitated personal and academic success for 30 student residents through peer counseling and educational programming leadership role
- Created a comfortable second “home” for students at college by planning and organizing monthly events, completing regular safety checks and being available for one-on-one time

Receptionist (January 2012 – May 2012)

Asbury University – Student Development Office, Wilmore, KY

- Successfully managed time to meet deadlines for completing assigned projects for the Associate Dean for Residence Life while organizing files and designing flyers
- Welcomed and responded to visitors’ questions regarding campus and student life

EDUCATION

Asbury University – Wilmore, Kentucky

Graduation: May 2016

Major: Journalism and Digital Storytelling | Minors: Public Relations and Spanish | GPA: 3.66, Dean's List

Computer Skills: Proficient in Microsoft Office and Adobe Cloud, Experience with Mac and PC Platforms, Social Media Experience

RELATED EXPERIENCE

Samaritan's Purse International – Boone, North Carolina

Summer 2015

Communications Intern – President's Office

- Worked hand in hand with Franklin Graham's Director of Quality Assurance and Samaritan's Purse International Communications team researching, editing, and scheduling social media posts for Twitter and Facebook on a daily basis
- Media monitored Franklin Graham's (FG) Facebook and Twitter through Sprout Social, tracking analytics and hiding comments that were of great offense to both FG and to other individuals commenting on his page
- Founded the Decision America Tour College Ambassador Program (DATCA), an extension of the Samaritan's Purse Internship Program, for FG's Decision America Tour beginning in 2016

Samaritan's Purse International – La Paz, Bolivia

Summer 2014

Communications Intern

- Translated field office's Success Stories and reports, wrote blog posts
- Filmed work that NGO has accomplished/is working on in mission field

WACW Online Radio – Wilmore, Kentucky

Spring 2013 – Spring 2015

News Director

- Updated news folder on a weekly basis for student radio shows and recorded a weekly 60-second news update for the radio station

The Collegian – Wilmore, Kentucky

Fall 2013 – Spring 2015

Features Editor

- Wrote weekly articles and edited anything from contributing writers for features

WORK EXPERIENCE

Asbury University Residence Life – Wilmore, Kentucky

Fall 2015 – Present

Resident Assistant

- Facilitated the social, academic, and personal adjustment of 24 female students to the residence hall and university. Developed a sense of community among residents and served as a positive role model while enforcing the rules and policies of Asbury University's Community Standards

Asbury University Admissions – Wilmore, Kentucky

Spring 2015 – Present

Student Ambassador

- Gave tours to prospective students and their families as well as hosted female prospective students overnight
- Helped set up and run university visit weekends as well as represented Asbury University in college fairs in the state

Center for Career and Calling – Wilmore, Kentucky

Spring 2014 – Present

Peer Career Advisor

- Provided career guidance, marketing strategies and implementation as well as customer service to students, employers, recruiters, and visitors

Asbury University Phonathon Program – Wilmore, Kentucky

Spring 2014

Student Manager

- Managed 8-10 students while they called alumni. Maintained an orderly workplace while assuring that alumni received the best service from student workers

ACHIEVEMENTS

- Recipient of the AU Instrumental Music Scholarship and AU Jose Velasquez Scholarship for Hispanic-American Students
- President of the Senior Class

Mark D. Mathematics

1234 S. Anywhere Rd. • New York, NY 20012 • (555) 555-5555 • markmathematics@gmail.com

PROFILE

Financial mathematics major with outstanding ability to think critically and solve problems. Excellent analytical skills built upon an exceptional math and economics background coupled with successful teaching, research, and derivative trading experience. Successful university student-athlete set to graduate Magna Cum Laude who has been promoted in multiple organizations based on strong work ethic, intellect, and interpersonal skills.

EDUCATION

Bachelor of Arts in Financial Mathematics • Asbury University, Wilmore, KY Graduation: May 2016

Minors: Economics, Business Management • Overall GPA: 3.87 (Major GPA: 3.82)

Asbury H.C. Morrison Scholar (4 year, half-tuition scholarship), Dean's List (all semesters)

ACT: 33 • GRE: Quantitative 760, Verbal 500

Related Coursework: Comparative Economic Systems • Financial Markets and Monetary Economics • International Economics
• Investments • Econometrics • Finance • Statistics • Linear Algebra • Differential Equations • Probability

Computer Skills: Proficiency in Microsoft Office; Experience with Maple(CAS) and C++ Programming (2 semesters)

RELATED EXPERIENCE

Research Intern • Blacksummit Financial Group, Wilmore, KY 2012-Present

- Investigated international markets and economies for asset allocation
- Created a dynamic Black-Scholes option model in Excel for future risk management
- Participated in currency trading for platform recommendations
- Interpreted relevant data and provided analysis for investor publications

Assistant Risk Management Associate • Toji Trading Group, Chicago, IL Summer 2014

- Grasped strategies and risk management to successfully clerk both electronic and floor trades
- Promoted to trader position during final weeks of internship
- Implemented delta-neutral option trading strategies for 4,000 contracts per day in Korean Market

FCIC Economic Researcher • Financial Crisis Inquiry Commission (FCIC), Wilmore, KY Spring 2014

- Assisted in gathering data and running regressions relevant to the national economy
- Analyzed financial statements, monetary policy, and banking regulation relevant to 2007 market crash

Teacher's Assistant • Asbury University, Wilmore, KY 2013-2014

- Instructed calculus review sessions with students prior to exams
- Tutored students towards better grades in various levels of mathematics and economics

Treasurer • Student Governance Association, Wilmore, KY 2012-2013

- Asked to serve based on leadership, knowledge, and responsibility
- Established budget process using Excel to automate and manage the governance finances

HONORS & LEADERSHIP

Intercollegiate Golf Team Captain • Asbury University, Wilmore, KY 2012-2014

- Leadership role on varsity golf team

Math Modeling • Consortium for Mathematics and Its Application (COMAP), Wilmore, KY Spring 2013

- Member of 3 person Asbury University team in international competition working to model real world problems
- Awarded honorable mention for modeling the "sweet spot" of a baseball bat

Umpire and Coordinator • Wheaton Umpire Association, Wheaton, IL 2012-2013

- Promoted to coordinator position in 2006 based on leadership and previous job performance
- Managed the scheduling of over 50 umpires for 3 youth leagues
- Officiated in both local community and national tournaments

Rachel A. Rider

One Macklem Drive, Wilmore, KY 40390 • rachel.rider@asbury.edu • (123) 456-7890

Education

Bachelor of Arts in Business Management, Equine Management

Graduation: May 2016

Asbury University; Wilmore, KY

3.66/4.0 GPA; Dean's List 4 of 6 Semesters

- CPR Certified
- Certified Horsemanship Association Instructor

Experience

Marketing Associate (August 2014-Present)

Asbury University Career and Calling; Wilmore, KY

- Assisted students with their career development needs through providing assistance with résumé creation, job searching, and graduate school planning
- Led marketing efforts for the office and collaborated with director in planning over 25 career-related events
- Gathered graduate placement data via evening phone calling methods

Director of Sales and Promotions (August 2014-Present)

WACW Asbury University Radio Station; Wilmore, KY

- Established new relationships with over 20 corporate and small business sponsors
- Exceeded sponsorship goal set by supervisor and kept record of sponsors for future Director of Sales
- Represented WACW as the university's ambassador to sponsors
- Designed and produced posters as advertising for over 15 WACW radio events

Equestrian Police Mounts Trainer (January 2014-Present)

Asbury University; Wilmore, KY

- First trainer in the history of the university program to train a mustang for the U.S. Border Patrol
- Spent 10 hours every week in training and clinics to gain Certified Horsemanship Association Instructor status
- Performed training demonstration at Keeneland Thoroughbred Racing and Sales

Director's Assistant (January 2014-Present)

Asbury University Music Department; Wilmore, KY

- Managed setup and break down of rehearsal and concert sets
- Provided director support with administrative needs such as copying, filing, and scanning
- Served as a resource for over 50 music students to effectively meet their rehearsal needs

Wrangler and Trail Guide (May 2015-August 2015)

Fox River Resort; Sheridan, IL

- Supervised 2 employees in barn activities, horse preparation and trail rides when supervisor was not present
- Trained horses by correcting behavioral problems, teaching riding skills and putting experience on new horses
- Maintained supply and feed inventory along with regular maintenance of horses, buildings, fences and trails

Equestrian Management Internship (Summer of 2014)

Coyote Junction Equestrian Center; Seneca, IL

- Completed 240 hours and gained hands-on experience of managing various aspects of a small business
- Supervised and constructed curriculum for 3 different equine summer camps with children while leading staff scheduling efforts for a team of 6 volunteer personnel
- Introduced and implemented Excel into business activities for barn manager

Private Lesson Swim Instructor (Summers of 2013 and 2014)

Backyard Splash; Grand Ridge, IL

- Taught over 30 children swimming, diving, and basic water safety skills
- Assisted Poolside Manager with managing check-in, payment, and progress system for participants

Service and Involvement

Asbury University Business Club; *Wilmore, KY*

August 2013-Present

Class Cabinet Treasurer; *Wilmore, KY*

August 2015-Present

English Teacher-Josiah Venture Camps; *Czech Republic; Germany*

Summer of 2010

Summer Camp Counselor and Counselor's Assistant; *Streator, IL*

Summers of 2006-2013

(Functional Format Sample)

REESE RESUME

1234 Lovely Lane City, ST 55005

555.555.5555

rresume@gmail.com

EDUCATION

Bachelors of Arts in English
Asbury University, Wilmore, KY

Graduation May 2017

SKILL PROFILE

Event Planning

- Provided leadership in planning and implementing the annual Junior-Senior event which serves as the largest and most formal social event for upperclassmen at Asbury University
- Collaborated with vendors and venue representatives to plan class events throughout the school year
- Assisted with the logistics involved in hosting a region-wide conference for United Way leaders
- Facilitated details for a talent show for day camp participants, families, and the community
- Planned daily artistic and recreational activities for children ages 10-12

Interpersonal

- Greeted customers in retail environment providing details on promotions
- Consistently handled customer complaints in a diplomatic way
- Served as the primary contact for residence hall visitors and callers
- Communicated with parents regarding children's behavior and progress in day camp activities

Organization

- Responsible for maintaining files and weekly reports utilized in fundraising efforts
- Successfully completed inventories on store merchandise
- Developed tracking system for office supplies and resources resulting in cost savings

WORK HISTORY

- Office Assistant, *United Way of the Bluegrass, Lexington, KY* August 2015 – May 2016
- Sales Associate, *Old Navy Clothing Store, Charlotte, NC* Summers 2014-2016
- Front Desk Staff, *Kresge Residence Hall, Asbury University* August 2005 – May 2016
- Camp Counselor, *Starfall Day Camp, Charlotte, NC* Summer 2013

CO-CURRICULAR ACTIVITIES

- Elected Class Activities Director for Junior Class Cabinet 2015-2016 School Year
- Elected Publicist for Sophomore Class Cabinet 2014-2015 School Year
- Women's Tennis Team 2013-2014 School Year

REFERENCE SHEET SECTION

Reference Sheet Instructions

Use the **same heading design** and **paper** for your **resume, cover letter and reference sheet.**

- 1. Gather names of 3- 6 references (non-family members) from a variety of settings.**
 - Work Supervisors
 - Professors or Academic Advisors
 - Volunteer Supervisor
 - Coaches
 - Youth or Church Leaders
 - Community Service Leaders
 - Mentors
- 2. Ask individuals if they can serve as a positive reference.**
- 3. Ask references to confirm correct contact information (position title, organization, address, email and phone.)**
- 4. Keep references informed of submitted job applications and interviews.**
- 5. Send a thank you note when you have secured a position.**

(Reference Page Sample)

Use the heading from your resume



Amy Michelle Christianson

301 West Oak Street ♦ Nicholasville, KY 40356 ♦ Cell: (859) 797- 4128
Email: amy.christianson@asbury.edu

References

Karen Calling
Human Resources Manager
XYZCompany
Address City, State Zip
Phone
Email

Lucy Sparrow
Administrative Manager/Supervisor
BDL Company
Address
City, State Zip
Phone
Email

John Doe
Faculty Advisor
ABC University
Address City, State Zip
Phone
Email

Jane Smith
Mentor
Address
City, State Zip
Phone
Email

← Include 3-6 professional references

COVER LETTER SECTION

Cover Letter Instructions

A cover letter links your resume to the specific job for which you are applying. It provides a personal introduction of yourself and the strengths you offer the employer. It is important to write a cover letter for each position for which you apply. See the following tips:

Well I know so and so...Using the name of someone who suggested you write to your target employer sets you apart from other candidates and gives you an instant and credible reference.

“Dear Mrs. What’s-your-face...” Whenever possible, include the name of the person who is making the hiring decision. Addressing your letter “To whom it may concern” is impersonal.

Ready...aim...hired! Take aim at your target employer. Do some research and make a clear connection between your background and the skills and qualifications that the organization is seeking.

We’ll spell it out for you... Correct spelling and grammar are a must!

Show me, don’t tell me!... Give specific examples of the work you’ve done. Don’t just say you are good with deadlines. **Show** your reader by addressing **how** you are good with deadlines.

It’s a match! Use the same heading design and paper for your resume, cover letter and reference sheet. This gives your materials a streamlined look.

1st paragraph. Start your letter with a statement that establishes a connection with your reader— a referral’s name, a probing question, or a quotable quote. Briefly state the reason for your letter, what position or type of work you are applying for, and from which source you learned of the opening (career services, internet, newspaper, friend, etc).

Mid–Section. Should be one or two short paragraphs that make relevant points about your qualifications. You should not summarize your resume. Instead address the themes that are present in your experience. Highlight your strengths, being sure to indicate what you can do for the employer. You may want to cite specific examples.

Last paragraph. Initiate action by explaining what you will do next (i.e. call the employer, stop by, etc). Offer any assistance to help in a speedy response and repeat your phone number and e-mail address. Close by saying “thank you” in some form.

(Cover Letter Sample)

Amy Michelle Christianson

301 West Oak Street • Nicholasville, KY 40356 • Cell: (859) 797- 4128
Email: amy.christianson@asbury.edu

February 2, 2016

Ms. Patricia Alvarez
Internship Coordinator, University Relations
Dell Computer Corporation
2214 West Braker Lane
Austin, TX 78758

Dear Ms. Alvarez:

I am writing to apply for an internship with your marketing department for this coming summer. I learned of the opportunity from my professor, Dr. Nicholas Networker. I am very interested in working with Dell and hope to contribute my unique talents and motivation in working with your marketing team.

As a junior business management major and applied communication minor, I have acquired the foundational knowledge necessary to succeed in a professional marketing internship. I have excelled in my courses while developing a passion for conducting market research and implementing marketing strategies. My work experience in direct sales, food and beverage, and architecture has provided me a keen sense of professionalism, a strong work ethic, and sensitivity to customer satisfaction. Past supervisors have affirmed my time management skills and attention to detail. I feel more than prepared to join a corporate environment where efficiency and productivity are highly valued.

Please see my enclosed resume for further details regarding my educational background and work history. I look forward to talking with you so I can further demonstrate how my background and experience could be an asset to Dell. Please let me know if you need any additional information. Thank you for your consideration.

Sincerely,

Amy Christianson

Amy Christianson

ADDITIONAL RESOURCES

10 Tips for Professional E-mail Correspondence

Your e-mail correspondence is as much a part of your professional image as the clothes you wear, the letters you write, the greeting on your voice mail and the handshake you offer. If you want to impress on every front and build positive relationships, pay attention to your e-mail and follow these top 10 tips.

- 1. FILL IN THE SUBJECT LINE.** It makes no sense to send a message that reads "no subject" and seems to be about nothing. Given the huge volume of e-mail that each person receives, the subject header is essential if you want your message read any time soon. The subject line has become the hook.
- 2. MAKE YOUR SUBJECT LINE MEANINGFUL.** Your header should be pertinent to your message, not just "Hi" or "Hello." The recipient is going to decide the order in which he or she reads e-mail based on who sent it and what it is about. Your e-mail will have lots of competition.
- 3. PERSONALIZE YOUR MESSAGE TO THE RECIPIENT.** E-mail is informal but it still needs a greeting. Begin with "Dear Dr. Crouse," "Dear Kris," "Hello Kris," or just "Kris." Failure to put in the person's name can make you and your e-mail seem cold.
- 4. BE SURE TO ACCOUNT FOR TONE.** When you communicate with another person face to face, 93% of the message is non-verbal. E-mail has no body language. The reader cannot see your face or hear your tone of voice so choose your words carefully and thoughtfully. Put yourself in the other person's place and think how your words may come across in cyberspace.
- 5. REMEMBER TO CHECK FOR SPELLING AND GRAMMAR.** In the early days of e-mail, someone created the notion that this form of communication did not have to be letter perfect. Wrong. It does. It is a representation of you. If you don't check to be sure e-mail is correct, people will question the caliber of other work you do. Use proper capitalization and punctuation, and always check your spelling.
- 6. KEEP YOUR MESSAGE BRIEF.** E-mail is meant to be to the point. Keep your message short. Use only a few paragraphs and a few sentences per paragraph.
- 7. DO NOT FORWARD E-MAIL WITHOUT PERMISSION.** Too often, confidential information has gone global because of someone's lack of judgment. Unless you are asked or request permission, do not forward anything that was sent just to you.
- 8. REMEMBER THAT OTHERS MAY SEE YOUR E-MAIL.** Once it has left your mailbox, you have no idea where your e-mail will end up. Don't use the Internet to send anything that you couldn't stand to see on a billboard on your way to work the next day. Use other means to communicate personal or sensitive information.
- 9. REMEMBER YOUR SIGNATURE.** Always close with your name, even though it is included at the top of the e-mail, and add contact information such as your phone, fax, and street address. The recipient may want to call to talk further or send you documents that cannot be e-mailed. Creating a formal signature block with all that data is the most professional approach.
- 10. WAIT TO COMPLETE THE "TO" LINE LAST.** The name or address of the person to whom you are writing is actually the last piece of information you should enter. Check everything else over carefully first. Proof for grammar, punctuation, spelling and clarity. Did you say what needed to be said? How was your "tone of voice"? If you were the least bit emotional when you wrote the e-mail, did you let it sit for a period of time? Did you include the attachment you wanted to send? If you enter the recipient's name first, a mere slip of the finger can send a message before its time. You can never take it back.

Example Resume Phrases for Campus Leadership Positions

Resident Assistant

- Planned and assisted with regular programming opportunities that respond to the particular needs of the Asbury community
- Developed and maintained relationships with residents which included identifying individual concerns and referring students to the appropriate resources

Assistant Resident Director

- Assisted resident director with the management of the resident halls including aiding in training for RA's, check students in and out, and serving as a peer role model for RA's, SLA's, and residents

Transition and Guidance Leader (TAG Leader)

- Assisted students with their academic, social, spiritual, and emotional transition and acclimation to collegiate life at Asbury University and in developing and maintaining a balanced lifestyle
- Served as an assistant peer instructor facilitating the Liberal Arts Seminar for the T.A.G. Group during the week of New Student Orientation and several scheduled times throughout fall semester.

Transition and Guidance Coordinator

- Maintained 8 weekly hours working in the Office of Student Leadership Development.
- Closely worked with the Assistant Director of Leadership Development to coordinate and facilitate training for Transition and Guidance Leaders

Spiritual Life Coordinators (SLC's)

- Created an atmosphere of spiritual growth through encouraging and supporting (# of) Spiritual Life Assistants as they minister to their floor/unit
- Assisted the resident director in the spiritual oversight and programming for the residence hall

Spiritual Life Assistants (SLA's/Hall Chaplains)

- Partnered with the resident assistant to develop spiritual growth opportunities for (# of students) on hall/unit/apartment.
- Planned weekly *Koinonia* prayer and fellowship meetings and fellowship meetings, provided spiritual care and directed students to appropriate resources, and fostered relationships with residents
- Attended regular worship and training events through the academic year

Summer Ministry Team

- Attended an intensive leadership program to prepare for serving various populations of individuals throughout the eastern half of the United States
- Provided outreach ministry to summer camps, camp meetings, and churches in the eastern half of the U.S.

Admissions Ambassador

- Selected as one of fourteen student leaders to act as campus hosts/hostesses, tour guide, college fair representative and provide general office help for the admissions office

Athletic Team Captain

- Exemplified leadership to other team member by _____ while also serving as a liaison between the coaching staff and team members