

GUIDELINES

Your resume is a summary of your personal data, your educational background and training, your business or professional experience and qualifications, and your achievement highlights. It should set you apart from other candidates in the job market and sell the employer on your strongest qualifications for a particular position or type of employment.

RESUME WRITING TIPS

- Design your resume for easy skimming.
- Tailor separate resumes to fit each type of job for which you are applying.
- Rank the information in order of importance from the employer's perspective.
- Organize your information.
- Highlight marketable skills and accomplishments.
- Use action words.
- Avoid overemphasizing dates and places.
- Include relevant data only.
- Avoid the use of the pronoun "I."
- Cite numbers and examples to illustrate skills/traits.
- Select the format that best highlights your skills and experience.
- Keep the length of your resume to one page.

YOUR RESUME SHOULD BE:

- **Brief:** Be selective and include only those achievements which support your bid for the type of position you seek. Limit your resume to one page except when your employment experience is extensive or when greater depth in academic preparation or job responsibilities is required.
- **Neat:** Create a positive impression. Use generous spacing and separation of the components of your resume to achieve this effect.
- **Organized:** Pertinent information should be easy to locate. Information should be rank-ordered from most important to least important, not only down the page but within categories.
- **Effective:** Be 100 percent honest and positive. Complete sentences are not necessary; sentence fragments are acceptable, even desirable. Use action words, such as designed, coordinated, initiated, produced.

SECTIONS TO INCLUDE:

Name and Address: Give your full name, complete mailing address, phone number (with area code) and e-mail address.

Objective: If used, state the type of position you seek in concise terms; avoid such generalities as "working with

people" and "challenging position in management." Care should be taken, however, to see that the objective is not too limiting.

Education: This section may include major field of study, degree conferred, dates of attendance or graduation date, name and location - city and state - of each institution. Grade point averages are optional. If your GPA is above a 3.0 include it. If it is low focus on a part of your GPA that might be more appealing - major GPA or GPA in last 30-45 hours completed. Not including a GPA on your resume may indicate to the employer that your GPA is lower than it is. You may summarize or list major courses or general areas of study.

Skills/Abilities: This section can be used to highlight skills important to your targeted employers.

Experience: In addition to part-time and summer jobs, include relevant experiences such as internships, co-ops, student teaching, field experiences, class projects, and community service. This may include position title and/or brief statement of responsibilities and achievements, dates of employment, and name and location of employer. If you lack experience, focus on skills you have gained through other activities, such as class projects or student organizations.

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College Activities and Honors: Specify offices held and committee assignments with professional affiliations, honorary societies, and student organizations. List honors received. If the name of the organization or honorary society is not self-explanatory, add a brief descriptive statement.

Certifications or Licenses, Publications, and Exhibits or Performances are examples of other appropriate categories.

Special Interests: If used, this should be a brief statement or listing of special skills, hobbies, and/or related interests.

References: If you are contacting employers in private industry or government, prepare a typed list of three to five references with addresses and phone numbers to take with you to each job interview.

LAYOUT AND APPEARANCE

Since your qualifications are likely to be evaluated in 20 seconds, you want to make your resume concise, easy to read, and attractive. Strategic use of positioning and graphic techniques can draw attention to your strongest points. Your resume should be centered on the page, with top, bottom and side margins at least 1/2 inch. Headings may be centered or placed at the left margin. Entries should line up along a single margin. Phrases are recommended over complete sentences. Be consistent with punctuation throughout the entire document.

Graphic techniques can be used to highlight your strengths. Use CAPITALIZATION or Bold Face type to emphasize your name, headings, and/or strongest leads. Use white space to make information stand out and your resume easy to read. Bullets can be used to highlight a list within a section. Use these various techniques sparingly; otherwise you'll end up with a resume that looks like a used-car ad. Choose a font style that is clean, sharp, and easy to read - do not use script styles or all caps. Proofread your resume at least twice before using it. There is no justification for misspelled words or typographical errors!

PRINTING

Have your resume printed so that each copy looks as good as the original. Use standard 8 1/2 by 11 size; 16- to 20-pound bond paper. In addition to white, off-white - with a subtle ivory or gray tint - is effective.

DANIEL M. KARLOFF

390 Berkeley Drive • Norman, OK 73071 • (405) 555-8711 • dkarloff@ou.edu

JOB TARGET	Research Assistant with an Urban and Regional Planning Firm
EDUCATION	UNIVERSITY OF OKLAHOMA Norman, OK B.A. Urban Studies, May 2014 GPA 3.2/4.0
CAPABILITIES	Write complete and detailed research reports. Edit written materials for content and grammar. Work long hours without physical stress or annoyance. Communicate effectively with librarians and others to support research work. Read and take useful notes on detailed and complex materials. Produce reports, memos, and letters in draft form. Receive and carry out complicated instructions and tasks. Sketch and draw charts and other visual materials to supplement explanatory text.
ACHIEVEMENTS	Edited college political magazine and wrote articles on social issues. Efficiently researched background material for textbook on urban economics written by Professor Alfred Hinderman. Won Senior Prize for essay on crime in urban ghettos. Successfully ran dormitory newspaper business.
WORK HISTORY	Resident Adviser, University of Oklahoma Housing 2012-Present Research Assistant, Department of Urban Studies 2013-14 Campaign Worker, Oklahoma Political Committee 2012-13 Laborer, Karloff Construction 2010-2012
REFERENCES	Available upon request.

MICHAEL E. KNOX

1000 Peach Lane Norman, OK 73069 (405) 555-6789 meknnox@ou.edu

OBJECTIVE

Internship in accounting. Special interest in public accounting.

EDUCATION

UNIVERSITY OF OKLAHOMA Norman, OK
Candidate for BAC/MAC in Accounting, May 2016
GPA in Major: 3.7/4.00

Relevant coursework includes: Financial Accounting, Managerial Accounting, Cost Accounting, Economics (9 hours), Business Finance, Business Law, Introductory Computers.

HONORS & ACTIVITIES

Beta Alpha Psi
Dean's Honor Roll
J.C. Penney Leadership
Alpha Beta Delta Band Fraternity
Pride of Oklahoma Marching Band
High School Valedictorian

EXPERIENCE

Homeland, Norman, OK (Summers 2012-14)
Handled a great deal of responsibility, effectively interacted with a variety of people and worked long and flexible schedules. Stocked and priced inventory, displayed produce, checked and bagged, trained new employees.

PERSONAL INFORMATION

Enjoy reading fiction, travel, all outdoor sports especially golf and tennis.
Geographically flexible.

REFERENCES

Furnished with transcripts upon request.

Elaine J. Knowles

(405) 555-4240 (home)
(405) 444-4678 (cell)

1400 West Lindsey, Apt. 341
Norman OK 73069
eknowles@ou.edu

OBJECTIVE Position as Assistant to Account Executive or Art Director.

EDUCATION

UNIVERSITY OF OKLAHOMA Norman, OK
Bachelor of Arts in Journalism, December 2014
Major: Advertising GPA: 3.7/4.0
Special Studies: Marketing (20 hours) and Fine Arts (23 hours)
60% of college expenses financed by earnings and scholarships

SKILLS

- Planning, organizing, directing activities and projects.
- Organizing others, bringing them together in cooperative efforts.
- Managing time effectively; working independently.
- Setting standards, priorities, meeting deadlines.
- Handling a variety of tasks and responsibilities simultaneously.
- Selecting resources; making and using contacts effectively.
- Creating effective graphic and written messages.
- Developing and expressing ideas.

RELATED EXPERIENCE

- Paste-up Artist – Norman Transcript, 1/13-present
Layout and ad building; learned production and technology.
 - Advertising Courier – Norman Transcript Late fall and holiday rush 2012
Delivered tear sheets; ran proofs of ads; learned proofreading and billing.
 - Museum Receptionist – OU Museum of Art, Summer 2012
Assisted with receptions and openings in addition to regular duties; learned museum organization, funding sources, and acquisition.
 - Professor's Assistant and Slide Librarian – OU School of Art, 9/11-5/12
Developed and converted slide library to new, more efficient filing system; graded exams; aided in slide lectures; ran projector; catalogued, bound and filed slides; in charge of loaning visual equipment to students and faculty.
 - Editor's Assistant – OU Proposal Services, Summer 2011
Routed government proposals, typed official forms; exposed to government funding procedures and budgeting of large educational research projects.
 - Salesperson – Chico's, Summer 2010
Sold women's clothing; participated in inventory and stocking; created store window display; observed buying processes and price reduction.
- OTHER EXPERIENCE AND FACTS**
- Planned and created brochure which was distributed worldwide for African Trade Seminar, organized by the Institute of Managerial Development at OU.
 - Special Projects Director (2 years) and Newsletter Editor, Marketing Club.
 - Active in Advertising Club, Art Club, and Dance Club.
 - Participated on OU Track and Softball teams.
 - Assistant Manager of Convenience store in high school.
 - Won several honors and scholarships for artistic and academic accomplishments.
 - Hobbies include fine arts, modern dance, competitive sports, and reading.
 - Special interest in print media and graphic arts.

1872 University Drive

KATE BROWNLEE kbrownlee@ou.edu
Norman, OK 73069 (405) 555-7677

EDUCATION

BACHELOR OF SCIENCE IN ELECTRICAL ENGINEERING
University of Oklahoma Norman, OK May 2015
Upper third of class. Dean's Honor Roll

RELEVANT COURSES

Digital Design
Signals and Filtering
Energy Conversions
Communication Theory
Micro Processor
Solid State Devices
Signal and Systems
Circuits Analysis

COMPUTER SKILLS

Languages
• C++, FORTRAN, Buffalo Assembler, MATLAB, Logic Programming
Application Software
• LabView, PSpice, JAVA, Microsoft Visio, ORCAD
Operating Systems
• MS-DOS, VAX, and UNIX

RELEVANT EXPERIENCE

LABORATORY ASSISTANT
University of Oklahoma 2013 - present
• Organized apparatus for electronics laboratory classes, designed special circuits, and repaired equipment.
• Designed and built 500-watt single-sideband transceiver for laboratory use. Saved \$200 by using surplus parts.
• Helped build economical instructional laser station.
• Participated in government-sponsored laser research project. Reduced cost by transferring surplus equipment.
• Skilled in analog circuit construction, testing, and debugging.

BROADCAST ENGINEER

Station WOOO 2011 - 12
• Performed routine and unscheduled maintenance, signal monitoring and commercials logging.
• Designed accessories for this 5-kw station.

OTHER EMPLOYMENT

• Earned approximately 50% of college expenses through a variety of part-time and summer jobs including waitress, life guard, secretary, and clerk.

ACTIVITIES

- Outstanding Junior in Computer Engineering
- Treasurer and Vice President Institute of Electrical and Electronics Engineers.
- Secretary of the National Society of Black Engineers.
- Student Member of the Institute of Electrical and Electronic Engineers.

REFERENCES

Furnished upon request.

GEORGE R. WINT

902 Sooner Drive (405) 555-2222
Norman, OK 73069 gwint@ou.edu

SKILLS

- Sales Achievements
- Surpassed monthly sales goals while attending school and developing leadership skills within the community
- Implemented recruiting program that exceeded set goals two years in a row
- Received top salesman status by exceeding short-term and long-term goals
- Convincingly established and serviced a large customer base

Management

- Insured commercials were produced in the correct form and delivered to the proper television stations nationwide
- Managed 15 employees and applied marketing and advertising techniques while providing a service to customers
- Coordinated a group of employees and delegated authority to exceed set goals and objectives
- Supervised committee that conducted weekly grade checks, contacted tutors, and gave bi-weekly reports to 150 members
- Conclusively demonstrated ability to comply with city laws while serving a university community
- Launched a new program to improve scholastic goals of a university organization

Communication

- Demonstrated ability to verbally communicate with people on a corporate and personal level
- Composed monthly business letters to effectively update fraternity alumni
- Kept a large company and its vendors up-to-date on a daily basis
- Designed a 12-page color brochure that convincingly informed 1500 people across the U.S.
- Composed a 25-page booklet presented to a city government

EDUCATION

UNIVERSITY OF OKLAHOMA Norman, OK
Bachelor of Arts, Political Science, May 2014

HONORS

Distinguished Citizen Award, Cornell Award for Outstanding Service; Selected to attend National Convention in Chicago; Selected to attend Centennial Leadership Symposium; Inter-Fraternity Council Rush Task Force (tour out of 2300 Fraternity men)

ACTIVITIES

Executive Staff for Administrative Affairs of UIOSA, appoint and oversee all campus committees; Vice-President of Fraternity; Identified and selected outstanding individuals across campus for membership; Student Alumni Board, hosted alumni during campus social activities; United Way Cabinet, helped organize student campaign drives; Norman Chamber of Commerce, interfaced students with Board's special projects

EXPERIENCE

Ackerman McQueen Advertising Agency, Oklahoma City, OK
Traffic Manager/Intern, May 2013-present
Dillard's, Norman, OK
Salesman, May 2011 - May 2013
Box Talent Agency, Norman, OK
Consultant, 2011 - present
Self Employed, Oklahoma City, OK
Owner/Operator of Auto Detailing Business, 2009 - 2011

ANTHONY BOOMER

3333 Ridgcrest Court
Norman, OK 73072
(405) 555-5555

OBJECTIVE

Marketing Representative

STRENGTHS

- Effective listener and persuasive communicator
- Ability to adapt communication skills to a variety of people and situations
- Understanding of business and an aggressive desire to succeed in this environment
- Decision-maker eager to work long hours to see successful results
- Enjoy the challenge of making the sale

EXPERIENCE

C & C Sales Co., Inc. Oklahoma City, OK
Sales Representative/Purchasing Research Analyst

- Established long-term relationships with clients by meeting obligations and following through on commitments
- Superior first year performance with sales approaching \$100,000 and a 90.4% average return on investment
- Posted 32% average increase in personal sales for three consecutive quarters
- Convincingly excelled in highly competitive, fast-paced work environment while attending college full-time
- Managed and motivated 12 employees to meet performance/profit objectives
- Prioritized and conducted heavy work schedule without direct supervision
- Utilized cold-calling, informal interviews, trade journals and library research in canvassing for prospective clients

EDUCATION

University of Oklahoma Norman, OK
Bachelor of Business Administration, May 2014

Major: Marketing
Minor: Finance

Financed over 50% of education through commission sales

HONORS

- Outstanding College Students of America
- President's Honor Roll
- Dean's Honor Roll
- Ranger Athletic Scholarship (Baseball)

ACTIVITIES

Intramural Captain - Social Fraternity (Intramural Champions 2005, first title in over 20 years)
Captain - Midwest City American Legion Baseball Team (World Series Finalists, 6 current professionals on roster)
Committee - Professional Marketing and Management Organization
Volunteer - Oklahoma Special Olympics and J.D. McCarty Center for Children with Developmental Disabilities

REFERENCES

Gladly furnished upon request. Willing to relocate.