

# RESUMES

## GET STARTED

- Create an inventory of your accomplishments. Include education, volunteer experience, jobs, projects, sports, organizational activities, computer skills, special training, and leadership positions.
- Analyze the job description. Address the specific qualifications desired. Identify key words and necessary skills.

## FORMAT

- Start with a blank document. Do not use resume templates included in word processing software or online.
- Limit to one page. Set margins at .75" or 1.0" all around. Set paragraph spacing to single space.
- Use font size 11 pt or 12 pt. Use one, easy-to-read font such as Times New Roman, Garamond, or Calibri.
- Avoid graphics, color blocks, and multiple fonts. Make sure your resume can be easily scanned.
- Include your name, address, phone, and professional email address at the top of the page. Align at left or center.
- Ensure section headings are clearly identifiable, emphasized (bold and/or all caps), and in alignment on the page.

## OBJECTIVE OR SUMMARY

- Optional. Do not include both an objective and a summary section.
- Objective: clearly state your career expectations (job title or job type) and your ability to contribute to the employer.
- Summary: list 3-5 statements which draw attention to your key qualifications and accomplishments. Include specific computer proficiencies and language skills.

## EDUCATION

- Include school name, location (city, state), full degree title, and graduation date or expected graduation date.
- List most recent degree first. Include the degree you are currently pursuing at Mississippi College.
- Do not include high school information after your freshman year.
- Include GPA if 3.0 or above.

## EXPERIENCE

- Include company name, location (city, state), job title, dates employed (month year), and 3-5 bulleted action statements.
- List in reverse chronological order (most recent experience first).
- Begin each description with an action verb. Describe past experiences in past tense.
- Write in telegraphic style, not full sentences. Do not use "I," "me," or "my."
- Use clear and concise phrases, not vague passive descriptions.
- Focus on specific and quantifiable results of your work, significant achievements, and recognitions received.

## HONORS/ACTIVITIES

- List awards and academic honors received from an employer, organization, or school. Include date(s) received.
- List extracurricular activities and volunteer work during the last four years. Include title (if any) and dates.
- Include leadership positions held in student government, social organizations, academic clubs, and other activities.

## MAKE IT HAPPEN

- Double check for grammar and spelling errors. Review for consistency.
- Make sure there are no misrepresentations and you have authored an authentic resume.
- Schedule an appointment with a Career Services professional for review or additional assistance.
- Print on high quality resume paper. Or, save as a .pdf if submitting electronically.

Nelson Hall 314 • 601.925.3901

Website: [www.mc.edu/career](http://www.mc.edu/career)

Email: [career-services@mc.edu](mailto:career-services@mc.edu)

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**CAREER SERVICES**

# ACTION WORDS

## ATTENTION TO DETAIL

|         |            |          |             |                |           |          |
|---------|------------|----------|-------------|----------------|-----------|----------|
| Analyze | Anticipate | Appraise | Approve     | Arrange        | Balance   | Classify |
| Collate | Compare    | Compile  | Consolidate | Document       | Enforce   | Modify   |
| Prepare | Process    | Record   | Retrieve    | Set priorities | Systemize | Tabulate |

## COMMUNICATION / CREATION

|             |           |               |           |            |           |             |
|-------------|-----------|---------------|-----------|------------|-----------|-------------|
| Act         | Adapt     | Advise        | Aid       | Arbitrate  | Clarify   | Collaborate |
| Communicate | Compose   | Conceptualize | Consult   | Coordinate | Counsel   | Create      |
| Define      | Design    | Develop       | Direct    | Display    | Draw      | Fashion     |
| Formulate   | Generate  | Illustrate    | Imagine   | Improvise  | Influence | Inform      |
| Integrate   | Interpret | Interview     | Introduce | Market     | Mediate   | Merge       |
| Negotiate   | Perform   | Plan          | Present   | Promote    | Publicize | Recommend   |
| Represent   | Resolve   | Respond       | Shape     | Suggest    | Visualize | Write       |

## FINANCES

|            |          |          |          |        |         |           |
|------------|----------|----------|----------|--------|---------|-----------|
| Administer | Allocate | Analyze  | Appraise | Audit  | Budget  | Calculate |
| Compute    | Develop  | Evaluate | Maintain | Manage | Perform | Plan      |

## LEADERSHIP

|            |         |           |            |           |           |         |
|------------|---------|-----------|------------|-----------|-----------|---------|
| Administer | Chair   | Convince  | Direct     | Examine   | Execute   | Expand  |
| Facilitate | Govern  | Improve   | Initiate   | Inspire   | Launch    | Lead    |
| Manage     | Oversee | Persuade  | Produce    | Propose   | Recommend | Recruit |
| Review     | Serve   | Spearhead | Strengthen | Supervise |           |         |

## MANUAL SKILLS

|        |          |        |           |         |        |       |
|--------|----------|--------|-----------|---------|--------|-------|
| Apply  | Assemble | Build  | Construct | Control | Cut    | Drive |
| Handle | Install  | Invent | Operate   | Prepare | Repair | Test  |

## ORGANIZATION

|            |         |           |            |            |            |           |
|------------|---------|-----------|------------|------------|------------|-----------|
| Achieve    | Assign  | Consult   | Contract   | Control    | Coordinate | Decide    |
| Delegate   | Develop | Establish | Evaluate   | Implement  | Negotiate  | Optimize  |
| Originate  | Plan    | Prepare   | Prioritize | Produce    | Recommend  | Reconcile |
| Reorganize | Report  | Revise    | Simplify   | Streamline | Structure  | Update    |

## RESEARCH / INVESTIGATION

|            |             |           |           |          |          |             |
|------------|-------------|-----------|-----------|----------|----------|-------------|
| Analyze    | Assess      | Calculate | Catalogue | Collect  | Compute  | Conduct     |
| Correlate  | Critique    | Determine | Diagnose  | Discover | Estimate | Examine     |
| Experiment | Extrapolate | Evaluate  | Gather    | Identify | Inspect  | Investigate |
| Monitor    | Prove       | Research  | Review    | Survey   | Test     |             |

## TEACHING

|             |          |           |         |          |         |          |
|-------------|----------|-----------|---------|----------|---------|----------|
| Adapt       | Advise   | Clarify   | Coach   | Create   | Develop | Educate  |
| Encourage   | Evaluate | Inform    | Inspire | Instruct | Lecture | Motivate |
| Participate | Provide  | Represent | Support | Teach    | Train   | Tutor    |

## TEAMWORK/SERVICE

|         |             |          |         |         |             |         |
|---------|-------------|----------|---------|---------|-------------|---------|
| Advise  | Assist      | Attend   | Care    | Coach   | Collaborate | Counsel |
| Deliver | Demonstrate | Expedite | Explain | Furnish | Generate    | Inspect |
| Install | Instrument  | Issue    | Mentor  | Partner | Preserve    | Protect |
| Provide | Purchase    | Reduce   | Refer   | Repair  | Serve       | Submit  |

## TECHNICAL SKILLS

|           |         |         |          |           |         |          |
|-----------|---------|---------|----------|-----------|---------|----------|
| Calculate | Compute | Design  | Engineer | Fabricate | Improve | Maintain |
| Operate   | Program | Remodel | Repair   | Solve     |         |          |

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Mississippi  
College  
A CHRISTIAN UNIVERSITY

CAREER SERVICES

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## RESUME EXAMPLE

### Jason K. Edwards

1742 Bentonville Road • Hattiesburg, MS 39401 • 601-484-3229 • jkedwards@gmail.com

#### EDUCATION

Mississippi College

**Bachelor of Science in Business Administration**

Clinton, MS

**May 2012**

Hinds Community College

**Associate of Arts in General Studies**

Raymond, MS

**May 2009**

#### EXPERIENCE

Northwestern Mutual Financial Network

**Financial Representative Intern**

Jackson, MS

**May 2011-Present**

- Develop and implement financial plans for individuals, businesses and organizations, utilizing knowledge of tax strategies, securities, insurance, pension plans and real estate
- Write, design and produce Personal Needs Analysis for individual needs of clients
- Sell insurance to clients, recommending amount and type of coverage based on individual personal and business needs
- Compile lists of prospective clients to provide leads for additional business
- Contact prospective clients and explain features and merits of policies offered; recommend amount and type of coverage based on analysis of prospect's circumstances; utilize persuasive sales techniques

Mississippi College

**School of Business Student Assistant**

Clinton, MS

**August 2010-May 2011**

- Performed general office and clerical tasks and work in Dean's suite
- Edited and updated documents and materials pertaining to the school
- Supported professionals in the office
- Used Microsoft Office applications daily to perform needed duties

**Telecounselor**

**August 2009-May 2010**

- Conducted phone calls to prospective students to encourage attendance
- Facilitated campus tours and Preview Days for incoming students
- Issued follow-up letters to prospective students after initial contact

Newk's Express Café

**Server**

Clinton, MS

**October 2007-July 2009**

- Excelled in customer service and employee relations
- Trained over 20 employees as a shift leader
- Assisted in the planning and execution of all restaurant events and promotions

#### ACTIVITIES/COMMUNITY SERVICE

- Mississippi College Scouts
- Habitat for Humanity, Volunteer
- Blair E. Batson Hospital for Children, Volunteer
- First Baptist Jackson, Bible Study Teacher
- Baptist Medical Dental Mission International, Volunteer
- Proficient in Adobe Illustrator, InDesign, Dreamweaver and Microsoft Office

**Spring 2010-2011**

**Spring 2011**

**Fall 2010**

**Spring 2010**

**Summer 2008, Summer 2009**

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## RESUME EXAMPLE

### Nicole Patterson

MC Box 4010 Clinton, MS 39058  
(662) 216-6315 • Patterson@mc.edu

#### Education

Mississippi College, Clinton, MS

**Master of Business Administration, Accounting**, Expected: August 2013

- GPA: 3.8

**Bachelor of Science in Business Administration**, May 2011

- GPA: 3.6

#### Experience

Horne, LLP, Ridgeland, MS

**Assurance Intern**, June 2011-Present

- Aid in internal control and financial statement audits of publicly traded and private companies
- Research accounting principles for application to client's needs
- Research, compile, and edit presentations on changes to accounting standards for partners
- Edit proposals to prospective clients
- Compile research of firm's previous assurance contracts for profitability study
- Collect evidence for clients' internal employee benefits audits

Mississippi College, Clinton, MS

**Resident Assistant**, August 2009-May 2011

- Assisted approximately 40 students with academic, social, and personal matters
- Developed and implemented educational programming for students' interests
- Conducted one-on-one conferences with students to assess their well-being
- Wrote reports, maintained records and assisted residents with housing needs

Mr. and Mrs. Andrew Young

**Child Care Provider**, May 2005-August 2009

- Supervised and cared for children in the absence of primary caregiver
- Prepared meals according to guardian's instructions
- Diplomatically handled confrontational situations

#### Activities

- Mississippi College Track and Field, Team Member, 2009-2011
- Mississippi College Cross Country, Team Member, 2008-2011
- American Southwest Cross Country Conference Championship, Team Member, 2010, 2011
- All-Conference Second Team Cross Country, Recipient, 2009, 2011
- Accounting Society, Treasurer, Fall 2010-Spring 2011
- Nenamoosha Social Tribe, Formal Chair, Fall 2010-Spring 2011
- Welcome Week Leader, Fall 2010
- Orientation Leader, Summer 2010
- Freshman Experience Mentor, Fall 2009

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## RESUME EXAMPLE

### Chris Blackbeard

377 West Pine Street  
Ellisville, Mississippi 33150  
662-610-4874  
blackbeard@mc.edu

#### Education

Mississippi College, Clinton, Mississippi  
Bachelor of Science in Kinesiology, Pre-Physical Therapy  
Expected: May 2013  
- GPA: 3.56/4.00

#### Experience

Mississippi Baptist Healthplex, Clinton, Mississippi  
Intern August 2011-Present  
- Provide friendly customer service, monitor floor activity, and orient new members  
- Assess physical fitness of new clients and create customized fitness programs based on client needs  
- Assist in teaching fitness class to children by leading exercises and observing progress  
- Lifeguard for swim lessons and assist with water aerobics classes for elderly

Genesis Physical Therapy, Clinton, Mississippi  
Physical Therapy Intern May 2011-August 2011  
- Assisted patients performing exercise routines  
- Transported patients to and from therapy  
- Set up and cleaned treatment area

Sears, Jackson, Mississippi  
Sales Associate July 2010-January 2011  
- Solved customer conflicts and complaints and ensured customer satisfaction  
- Engaged customers to determine needs  
- Opened and closed store; managed and prepared cash register  
- Promoted current sales; maintained knowledge of payment, exchange and security policies  
- Sold large appliances, electronics, and tools to customers

Mississippi College Community Service Center, Clinton, Mississippi  
Tutor August 2009-May 2010  
- Tutored and assisted children individually and in small groups to help them master learning concepts  
- Assisted director with maintaining and updating computerized student accounts  
- Oversaw tasks of tutors and work of students during director's absence

#### Honors and Associations

- Mississippi College Baseball Team Member 2009-Present  
- Fellowship of Christian Athletes Team Leader 2009-Present  
- Judicial Council 2010-2011  
- Student Athlete Advisory Committee 2010-2011  
- SGA Leadership Award May 2010  
- Academic All-Conference May 2009, 2010

## RESUME EXAMPLE

# Katherine Cole

1525 Green Estates Drive  
Flora, MS 39175  
601.395.3459  
katy.cole@gmail.com

### SUMMARY

- Dedicated educator with demonstrated ability to teach, motivate, and direct students while maintaining high interest and achievement.
- Articulate communicator able to effectively interact with diverse populations of students at a variety of academic levels.
- Consistently maintain excellent relations with students, parents, faculty, and administrators.
- Certifications: Mississippi - AA License, Endorsement 181, Biology (7-12) 2009 – 2019  
Louisiana – OS License – Endorsement 366, Biology (6-12) 2011 – 2014

### EDUCATION

Mississippi College Clinton, MS 2011  
**Master of Education**

The University of Southern Mississippi Hattiesburg, MS 2009  
**Bachelor of Science, Biological Sciences**

### EXPERIENCE

Hinds County Agricultural High School Utica, MS February 2010 – Present  
**Science Teacher, High School**

- Teach Introduction to Biology, Biology I, and Biology II
- Plan, instruct, and facilitate inquiry based lessons for subject area utilizing an array of teaching aids and motivational techniques to encourage students to become active learners
- Serve on the SATP (Subject Area Testing Program) committee to assist in the coordination of student remediation sessions, the development of remediation strategies, and coordination and implementation of practice test schedules
- Provide opportunities for the use of technology for educational research and experimentation as well as monitoring and guiding students in the proper use of such technology

South Jones High School Ellisville, MS January – May 2009  
**Student Teacher - Integrated Sciences**

- Developed and implemented lessons based on the 5E instructional model
- Facilitated hands-on activities with the guidance of a mentor teacher

Camp Ozark Mt. Ida, AR Summers 2007, 2008  
**Camp Counselor**

- Provided leadership to 8-10 children weekly
- Administered activities and socialization for children ages 7-15 years
- Led and organized devotionals, mentoring, and daily schedules

### ACTIVITIES AND AFFILIATIONS

- National Education Association, Member 2011
- Mississippi Professional Educators Association, Member 2010
- American Cancer Society Relay for Life, Team Captain 2009, 2010
- Mortar Board, Member 2009