

TUTORING RESUMES

A presentation brought to you by the
Purdue University Writing Lab



First Five Minutes

- Understand the purpose of the resume
 - Full-time job, internship, assignment?
 - What type of job, internship, assignment?
- Find out what parts of the resume have given the student trouble
- Focus on these sections

If You Have More Time

- Format of Document
 - Visually appealing
 - Consistent
 - Bolding and Italics
 - Spacing and graphics
- Grammar, other mistakes that catch your eye
- Work on these ONLY if you have finished student concerns!

Each Resume

IS DIFFERENT!

Your Resume

Objective

Education

Contact Information

Experience

Honors & Activities

Chris Q. Surname

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Objective
A sales and marketing internship offering me to utilize my leadership and communication skills and apply my knowledge of the health care industry

Education
Purdue University, West Lafayette, IN
Krassner School of Management
B.S. in Management
• Marketing Minor
• Human Resources Minor
May 1999
Major GPA: 3.34/4.0
GPA 2.94/4.0

Familiar Computer Applications
360 email, Office
Microsoft Access
Netscape Communicator
Internet Explorer

Special Course Project
• Acted as clinic liaison for Memorial Hospital as part of the clinic's Working with you project
• Conducted research and prepared report on more efficient communication systems

Volunteer Service
Volunteer, Memorial Hospital Pharmacy, Michigan City, IN December 1993 to May 1994
• Prepared prescriptions to meet diverse needs of patients and customers
• Ordered various pharmaceutical products from different suppliers, handled billing
• Official over 100 hours of volunteer service in health care facility

Work Experience
Cashier, Aleris Supermarkets, Michigan City, IN May 1995-August 1997
• Trained new employees in customer relations and efficient money handling
• Balanced cash register drawers and maintained high level of accuracy
• Assisted manager with inventory and ordering procedures
Sales Associate, Nina's Cottage, Michigan City, IN July 1993-November 1994
• Balanced registers and completed work in a responsible manner

Leadership Activities
Old Mission
• Capital Committee Co-Chair
• Steward
• Publicity
Delta Gamma Society
Delta Sigma Pi Professional Fraternity
Kappa Kappa Gamma Fraternity
Management Ambassador
Purdue Waste S&C Club
March of Dimes Walk-A-thon

Contact Information

Cameo Bohnino

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765.410.6283

Permanent Address:

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Contact Information Examples

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Objective Statements

- Two different approaches to objective statements
 - Brief and to the point
 - Detailed description of desired position and qualifications
- Student has to decide which approach is best

First Approach: Brief

To obtain a summer internship in sales/marketing at Owens Corning

A full-time position as a system analyst

A summer internship as a project engineer

Second Approach: Descriptive

A summer internship in a sales/marketing position at Owens Corning where I can employ my team building skills and versatility to create new ideas

A full-time position as a systems analyst which will allow me to use my programming, technical writing, and supervisory skills to lead a group of dynamic employees

A summer internship as a project engineer with a construction company that will utilize my experience in field engineering, cost controlling, and estimating

Education

Bachelor of Science in Management

December 2007

Purdue University, Krannert School of Management, West Lafayette, IN

Minor: Marketing

Current Overall GPA: 3.5/4.0

Work Experience

Server

May 2003-June 2006

The Blu Tomato, Fort Wayne, Indiana

- Provided customers with superior service and ensure their comfort in an upscale restaurant environment
- Achieved net sales averaging between \$400 and \$750 a night

Swim Coach

Summers 2004-2005

Blackhawk Swim Team, Fort Wayne, Indiana

- Improved the swimming skills of children ages 4-18 while encouraging the children to stay on task
- Constructed line-ups for a competitive advantage at swim meets

Experience

Purdue Athletic Promotions, West Lafayette, IN

April 2004-Present

Manager of Promotions for Purdue Swimming and Diving

- Create and implement a promotional campaign to increase attendance at swimming and diving events
- Design advertisements for newspapers, radio, and campus

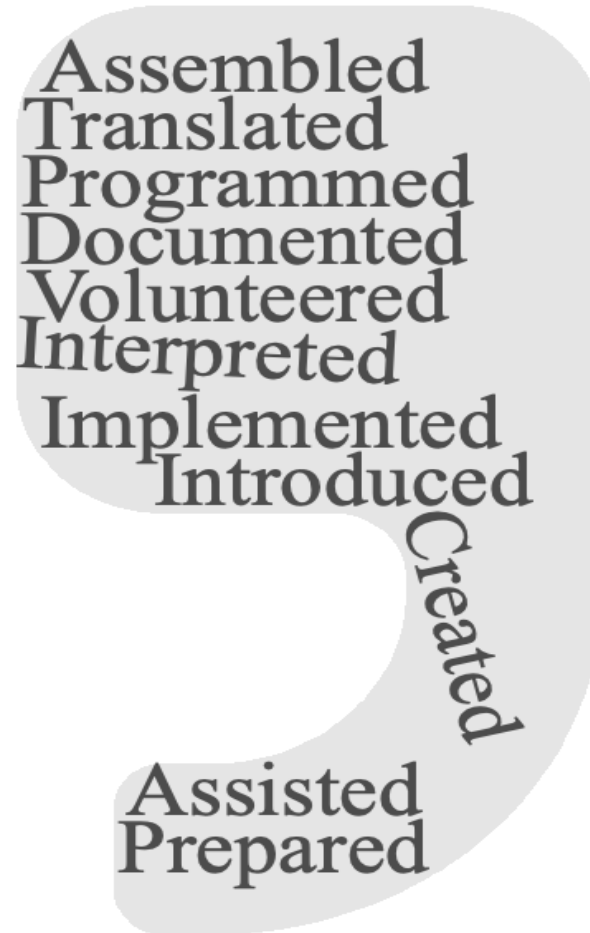
Blackhawk Swim Team, Fort Wayne, Indiana

Summers 2004-2005

Swim Coach

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Action Verbs



Visit owl.purdue.edu for more action verbs!

Activities, Honors, Volunteer Experience

Purdue Equestrian Team

Beta Gamma Sigma Honor Society

Boiler Gold Rush Team Leader

Women in Business

Alpha Lambda Delta Phi Eta Sigma

School of Management Peer Mentor

Extra Tips

- Ultimate goal is to get an interview
- White space
- Employer will only take 15 seconds to glance at a resume
- Don't take over the tutorial
- Be positive!

THE END

