
Resumé Writing Guide



Office of Career Development & Experiential Learning



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Developing Résumé Content

The purpose of this section is to help you turn your overall experience into relevant résumé material. Identifying your skills and experiences will help you build an effective résumé that demonstrates your value to employers. Your education goes far beyond knowledge because you develop qualities and skills that will be useful throughout your life and career, through coursework and co-curricular activities. Some examples are research skills, analytical skills, organization and communication skills.

Although you may have never held a professional position before, you will need to frame your experiences in a way that translates into a future job. Transferable skills are those which are acquired through your coursework, campus activities and work-related experiences, but can also be applied to your future career. This workbook will help you document experiences and enable you to communicate the qualities and skills you have developed which are most meaningful to employers. They appreciate the value of a student's campus activities, volunteering and other experiences.

Regardless of the type of position, most employers are looking for crucial employable qualities in college graduates. It is important to become familiar with these qualities and think about how you can further develop them as a student. The table below lists the top qualities and skills that prospective employers seek in candidates.

Top Attributes Employers Seek in College Students

- Problem-solving skills
- Teamwork skills
- Strong work ethic
- Analytical/quantitative skills
- Communication skills
- Technical skills

Source: *Job Outlook Survey 2022*, National Association of Colleges and Employers

Documenting Your Experiences

Beyond co-curricular activities, you should also have acquired experiences outside the university that qualify as relevant résumé content. These experiences will include part-time jobs, internships and volunteer work. While it's understood that internship experience is essential, students often fail to realize the importance of other employment and volunteer experience. A part-time job, for example, demonstrates many important transferable skills, not to mention basic employable skills. The fact that you have reliably held a job, shown up for work and taken care of multiple responsibilities is fundamental.

When starting to develop their résumés students often make statements like, "I haven't done anything", "I didn't know that was important" or "I'm not sure how to put that on a résumé." Sometimes the most difficult thing about creating a résumé is figuring out what belongs on it and what doesn't. Creating a résumé is like making a beautiful sculpture from a granite rock. You have to start with an overabundance of material in order to reduce it to the image desired. A similar process you may be more familiar with is writing a research paper. You have to compile a lot of information—more than you will actually use—and then selectively focus on what should be included and what is better left out. When a career advisor reviews your résumé, it is much easier to recommend what should be cut out than to probe all your experiences, looking for things you should have included.

This section is provided for you to document *all* your important experiences. You and your advisor will be able to refer to this section to gather the kind of content that should be included on your résumé and to apply it in a way that relates to your chosen field. When in doubt, it is better to include an experience than to leave it off. There may be hidden skills in your activities of which you are not yet aware. What doesn't belong can always be edited out later.

Take Stock of Your Involvement

See the categories below for examples of experiences and activities, then list your own experiences and activities in the spaces that follow.

- Clubs and Organizations: *Psychology Club, local Humane Society*
- Jobs and Internships: *store cashier, cinema usher, marketing intern*
- Academic Experience: *writing papers, doing research, making presentations, problem solving, critiquing and analyzing.*
- Volunteer Experience: *Habitat for Humanity, T-ball coach, Campus Ministry Blanket Drive*
- Organized Sports: *high school basketball, intramural sports*
- Awards, Honors, Special Achievements: *Freshman Class Secretary, Kroger Employee of the Month*
- Other Important Activities: *organized a basement band, Hunger Symposium participant*

List your activities:

Clubs and Organizations: _____

Jobs and Internships: _____

Academic Projects, Reports, Presentations, etc.: _____

Volunteer Experience: _____

Organized Sports: _____

Awards, Honors, Special Achievements: _____

Other Important Experiences: _____

Fill in the Details

Now that you have listed your areas of involvement you will need to give full details about these experiences. This exercise will provide crucial material for your resumé because important skills are often hiding in seemingly unimportant tasks. As you describe your activities on the following pages, do not give general, brief descriptions. The information you provide should thoroughly explain your involvement, whether job duties and procedures, or the role you played (see examples below). This information will help identify the skills that translate into resumé content for your future career.

In addition to explaining the activity, do your best to address the following questions in your descriptions:

- Did you make any individual or unique contributions?
- What did you learn from this experience?
- To what degree did you work in concert with others? How did you communicate issues and resolve problems?
- What obstacles did you overcome?
- How can you define the outcome of this experience? Did you make a difference? What was accomplished or improved? How did you grow from it?

(**Note:** For the *Organized Sports* category you should not describe the specifics of how to play the game. Rather, you should describe your role in regard to being a leader or team player, being motivated to compete, how you achieved goals, overcame obstacles and other attributes that are important in the workplace.)

Examples

Activity 1: Student Organization Leader

Activity Description

- Scheduled, publicized and conducted regular organizational meetings to discuss activities.
- Reserved meeting rooms and documented all required paperwork.
- Assessed student interest in campus activities through questionnaires and ongoing feedback to guide program planning.
- Oversaw and accounted for \$500 budget.
- Kept meeting minutes and notes for future reference.
- Recruited new members through events and direct contact.

Activity 2: Landscape Worker

Activity Description

- Assisted supervisor in selecting shrubs, flowers and trees from garden center for installment at customers' homes.
- Loaded plants, tools, equipment, topsoil and peat moss onto trucks.
- Followed customers' instructions on planting locations and advised them about watering and guidelines for plant health.
- Hauled plants, tools and supplies from trucks to site without damaging lawns or surroundings.
- Cultivated soil, planted, mulched and watered plants in customers' yards.
- Cleaned, organized and stored all tools, equipment and supplies.
- Kept trucks clean, orderly and fueled.
- Had customers sign invoices when projects were finished.
- Submitted appropriate paperwork to garden center business office at close of project.

Enter each experience you listed in the activities section and provide a detailed description below.

Activity: _____

Activity Description: _____

Activity: _____

Activity Description: _____

Activity: _____

Activity Description: _____

Activity: _____

Activity Description: _____

Activity: _____

Activity Description: _____

Activity: _____

Activity Description: _____

(If you have additional activities, continue to list those on another page.)

Transferable Skills

Transferable skills are those you have acquired through jobs, coursework, volunteering and other extracurricular activities, which can be applied to your future career. Employers desire transferable skills because they demonstrate your ability to work in their organization. In this section you will use 12 skill domains to identify important skills you have already acquired. This will also help you identify any skills which need further development. Review the categories below and list any activities you have done that demonstrate the skills described.

1. Financial Skills - Budgeting, accounting, cash flow, reconciling and managing money

Examples: handling cash, processing payments, allocating project funds, using a spreadsheet to track expenses

How have you demonstrated these or similar skills?

2. Research Skills - Collecting data, investigating, writing reports, editing, compiling, discovering and documenting all types of information, phenomena or events

Examples: writing a research paper, interviewing for a story, conducting a survey, monitoring traffic or pollution

How have you demonstrated these or similar skills?

3. Analytical Skills - Assessing, evaluating, quantifying, examining, diagnosing, problem-solving, making judgments, critiquing and recommending

Examples: solving a mystery, using a logical argument, critiquing a policy, streamlining a system or process

How have you demonstrated these or similar skills?

4. Leadership Skills - Directing, managing, deciding, guiding or spearheading any activities, functions, programs or projects that involve other individuals

Examples: heading a committee, facilitating a group discussion, planning an event, taking initiative on a team

How have you demonstrated these or similar skills?

5. Communication Skills - Expressing, conveying, interpreting or critiquing thoughts and ideas with clarity and effectiveness through writing, speaking one-on-one, presentations, promotions or other media

Examples: Making a public presentation, writing an essay, providing updates on projects, leading a discussion

How have you demonstrated these or similar skills?

6. Creative Skills - Developing original ideas, designing solutions, improving processes, creating visual or written content, or approaching challenges in innovative ways

Examples: developing the theme for an event, writing an advertising slogan, creating a website, designing a flier, making a video or presentation

How have you demonstrated these or similar skills?

7. Interpersonal Skills - Developing rapport, using diplomacy, resolving conflicts, developing or fostering relationships, being sensitive to others

Examples: advising a friend, gaining someone's trust, explaining a problem assertively, dealing with conflict

How have you demonstrated these or similar skills?

8. Influential Skills - Selling, persuading, consulting, promoting, lobbying, debating, rationalizing; often leads to influencing or changing the behavior or attitudes of others

Examples: raising awareness for a cause, selling a product or service, changing personal perceptions, making a positive personal impression

How have you demonstrated these or similar skills?

9. Support Skills - Maintaining systems, carrying out directives, following processes or procedures, delivering results, assisting with functions, seeing what needs done, working as a team

Examples: assembling information packets, setting up for an event, helping in a kitchen, writing notes for meetings, removing trash from a highway

How have you demonstrated these or similar skills?

10. Learning Skills

Acquiring new skills, adopting new approaches, using new information, applying new methods in order to adapt to changes or meet challenges, initiating the means for understanding issues

Examples: learning mathematical processes, being trained for a new job, using new computer applications, adapting to a foreign culture

How have you demonstrated these or similar skills?

11. Organizational Skills

Prioritizing, sorting, classifying, structuring, bringing order to teams, systems, workflow or information

Examples: reorganizing a workspace, organizing a PowerPoint, assigning committee work tasks, writing an outline

How have you demonstrated these or similar skills?

12. Technical Skills

Mastering specific techniques, practices and methods, getting training on technology, operations or systems

Examples: Using Microsoft Excel, operating machinery, using laboratory equipment, operating a copier

How have you demonstrated these or similar skills?

The information you have documented on these pages will be very useful in developing your resumé. If there are any skills which you lack, or have little experience in, you should work to develop these further. To determine how important certain skills are for the field you are targeting, consult employment information for that field, such as the Occupational Outlook Handbook, or search for job postings and review their qualification requirements.

Resumé Model

1 Sean M. Barclay

1058 Orchard Drive / Newark, OH 43055 / 740-368-9929 / E-mail: barclays.398@cotc.edu

2 OBJECTIVE

Seeking an internship in management, marketing or sales. Ultimately to work in a role that involves managing client accounts.

3 SUMMARY OF QUALIFICATIONS

Demonstrated skills in managing, marketing and sales with ability to effectively organize work tasks, process customers, sell standard and optional services and develop marketing strategies for infield class projects. Excellent presentation and communication skills, and excels in competitive situations. Effective in training employees, very people-focused and capable of leading and motivating others. Demonstrated ability to organize personnel, speak persuasively and generate public awareness.

4 EDUCATION

Central Ohio Technical College / Newark, Ohio

Business Management Major

Pursuing Bachelor of Arts, with expected graduation in May 2027

Cumulative GPA: 3.0/ Major GPA: 3.7

Relevant Coursework

Management, Principles of Marketing, Managerial Finance, Accounting and Computer Applications

5 WORK EXPERIENCE

Enterprise Rent-A-Car / Newark, Ohio

Customer Service Representative / January 2025 - present

Processes 100+ customer transactions per shift while maintaining accuracy, customer satisfaction and upselling quotas. Wash and vacuum cars upon return. Check for customer property or missing equipment. Monitor fluid levels, inspect for damage or mechanical problems and prep cars for customers.

Federal Express / Columbus, Ohio

Package Handler / May 2024 - August 2024

Loaded and unloaded freight trailers with great efficiency. Tracked and logged packages using tracking equipment. Swept empty trailers when needed.

McDonald's / Heath, Ohio

Crew Member / June 2023 - August 2023

Received and filled customer orders, ran cash register, helped train new employees. Swept and mopped floors wiped down tables, counters and play place. Stocked the front counter with napkins, condiments and other supplies. Replenished soda and CO2 tanks.

6 ACTIVITIES AND ACHIEVEMENTS

Honors Program, Spring 2025

Student Orientation Leader, 2024

High School Senior Class President, 2023

Resumé Organization

1. CONTACT INFORMATION

While this section is pretty straightforward, there are some pitfalls students encounter when listing their contact information. Here are some things to keep in mind to help you avoid common mistakes.

- Your name should be the most prominent item on the page; 18 pt. - 26 pt., bold, is recommended.
- The street address is optional if you have privacy concerns but always include the city and state, at minimum.
- List your email address and phone number, but you do not need to write out “Phone” or “Email.”
- Use spacing or characters consistently to separate items (commas, slashes, tabs, vertical bars, etc.).
- If you have a LinkedIn profile, including the “url” address is recommended.
- Watch out for common mistakes, such as forgetting the comma between the city and state, not capitalizing proper nouns, omitting spaces between items, etc.

2. OPTIONAL - OBJECTIVE STATEMENT

Done well, an objective statement can give clarity to your direction and position your resumé for the field you are targeting. Examples of career targets might include an internship in accounting, a position as a mechanical engineer or a graduate assistant in psychology and so on. Avoid vague or generic objectives, such as:

To use my education and skills in a company that will provide rapid advancement.

Effective objective statements identify a profession or at least the subject matter you want to be involved in. Here are two good examples:

Seeking an internship that involves marketing research, data collection or analysis.

Seeking a position in information technology with emphasis on network administration.

3. OPTIONAL - SUMMARY OF QUALIFICATIONS

A summary section allows you to define the focus of your career path in a more comprehensive way than the objective statement. This section showcases your key skills, experiences and qualifications, especially those that are most relevant to your target career. It paints a picture of your capabilities and highlights your qualifications, even if you have never worked in the field. If you have the time and enough experiences to develop this section, it can be very effective in making you stand out.

A summary of qualifications...

- Brings relevant experience points together in one section, from various roles that may not be directly related to your target career.
- Showcases your most important qualifications (rather than past jobs) so you can list them prominently on the page.
- Includes a wide range of transferable, technical and field-specific skills that best position you for opportunities in your field.

This section can be written in paragraph style, as shown in the resumé on the adjacent page, in bullet form, or a combination of specific skills bulleted under the paragraph. Below are two common approaches to the summary section. More resúms with summaries of qualifications can be found in the sample resumé section.

Paragraph Style

Information technology student seeking an internship or entry-level position in technical support or systems administration. Combines hands-on technical skills with strong problem-solving abilities and a commitment to continuous learning. Experienced in working with technology in both academic and workplace settings.

Bullet Style

- Experience troubleshooting hardware, software and basic network issues
- Strong analytical and problem-solving skills
- Proficient with Microsoft Office and common computer operating systems
- Effective communicator with experience assisting customers and end users

4. EDUCATION SECTION

For most students, education comes next since it has more relevance than their work experience. However, if you have worked as a professional in your field and your experience now outweighs your degree work, move the education section below experience. Be sure to include your expected graduation date, even if it is only an estimate. Stating that you attended OSU or COTC from a certain date to the present does not tell employers how close you are to finishing your degree, which is most important.

Do not list your high school—it goes without saying that a college student has graduated from high school. Prior colleges may be included, but they are often unnecessary unless they add relevant value. If earlier coursework relates directly to your career objective and is not already obvious from your current degree program, it may be worth listing. Always list schools in reverse chronological order (most recent at the top), with your most recent institution first

Listing your relevant coursework helps employers see how your education applies to the position and can strengthen your qualifications for internships or entry-level jobs. If you include coursework, list completed courses only and focus on those most relevant to your target field. List your GPA only if it is 3.0 or higher. If your overall GPA is below 3.0 but your major GPA is 3.0 or above, you may list your major GPA instead.

5. EXPERIENCE SECTION

This is often the most difficult part of the resumé. It can be hard to recall the activities and duties from your jobs. For help with this, see if you can find a job description for the position you held or there may be similar job postings online. You can also use AI to develop job content that sounds accurate to what you did, based on some basic points from your work and job title. Always make sure the descriptions are accurate and honest.

Formatting this section is also more challenging, as there are several items, in addition to the experience points, listed for each job. Each of your positions should include your title, the beginning and ending dates of your employment and the employer with their city and state listed, all in the same styles and order. Notice in the example on the adjacent page, that positions are listed in reverse chronological order. Employers want to see what you have done most recently at the top, and your most recent positions also usually involve your highest degree of responsibility.

6. ADDITIONAL ACTIVITIES SECTION

In addition to work experience, employers value involvement beyond the classroom and workplace. An activities section can showcase leadership, community involvement, volunteer work, professional development, awards and other notable accomplishments. Include activities that demonstrate initiative, skill development, or a commitment to contributing to organizations or causes. List the most noteworthy items first or use reverse chronological order. Leave out hobbies and personal interests unless they clearly relate to your career goals.

The list above represents some commonly used sections on resumé, but other sections may be appropriate, depending on your focus and situation.

Formatting and Content Tips

Layout and Presentation

- A consistent and uniform layout will make your resumé easy to read and navigate and position you as someone who is organized and communicates well.
- Applicant Tracking Systems (ATS) also rely on simple, straightforward layouts (see the section on ATS issues).
- Decorative design elements such as colored text, graphics, photos, text boxes and other non-standard formatting can distract from the critical content—your experience. (Students pursuing graphic design and related creative fields can use design elements strategically. But may need to have two versions of their resumé to accommodate ATS concerns).
- Candidates who try to grab attention with color and graphics often miss the fact that their content and qualifications are what get meaningful attention from employers.
- Avoid resumé templates which not only limit your flexibility but create formatting problems and make your resumé look generic.
- Make sure your indents and margins are all uniform, as well as font styles and sizes.

Fonts and Styles

- Choose a font that is readable and looks professional, in a size that is easy to read. Good choices include Calibri, Aptos, Cambria, Garamond and Arial, at around 11-point size.
- Avoid scripts and overly stylized fonts, which are hard to read and unprofessional.
- Keep styles simple, don't overuse bold, italic or capitalized text (the uniform height of all capitals makes them hard to read).
- Be consistent with your approach to section headers, italics, bolded or underlined type, bullets and so on. Each section should look like it belongs with the others.
- Always pay close attention to finer details, including spelling and grammar, and capitalize words properly.

Resumé Length

- For most students, one page is the ideal length and provides enough space for relevant education, experience, skills and activities.
- Recruiters often review many resúmes in a limited amount of time, so concise and focused content is always most effective.
- If you fit your resumé to one page but that page is chock-full of text, it defeats the purpose. Don't cram the page full, and set margins at around .75 inches.
- If additional space is needed for relevant experience, two pages is acceptable, but resúmes should never exceed two pages. (However, a curriculum vita can be much longer.)

Grammar, Spelling and Accuracy

- Most resúmes reviewed in the Career Development office have errors; more than half of them have multiple errors. Your resumé must be flawless.
- Have at least one competent individual proofread your resumé for grammar and spelling. Don't rely solely on spell and grammar checks to detect mistakes. Inevitably, mistakes will be missed.
- Also provide honest and accurate information about everything you list. No employer will hire a candidate who has false information on their resumé.

Personal Pronouns and Verb Tenses

- For the most part, resumés should be free of personal pronouns (I, me, my), since the entire document is about you, and resumés are not long narratives but a collection of concise facts. Use phrases that are loaded for impact and read quickly.
- Make sure each line that describes your experience begins with an action verb. For example: assisted customers... maintained facility... operated cash register... etc.
- Use tenses consistently and properly. If the action or project is in the past, use past tense verbs; if present, use present-tense verbs.

Writing Strong Experience Points

- Avoid repetitive phrases like, “Responsible for...” and “Duties included...”
- Try to highlight specific accomplishments, not just what was expected of you, based on the job duties.
- Rather than only listing duties, communicate your abilities and impact on the job as much as possible.
- Use numbers to show your impact and scale such as, “Processed 100+ customer transactions per shift.”

Poor: “Stocked shelves”

Strong: “Replenished shelves, rotating products and ensuring code-dating procedures were followed.”

Poor: “Made deliveries”

Strong: “Delivered dozens of customer orders per day over a 20-mile radius; completed deliveries with accuracy and within time constraints.”

Prioritizing Relevant Content

- Always list your jobs in reverse chronological order in your experience section.
- If your most important jobs get pushed farther down the page by more recent positions, use a section called “Relevant Experience” to list internships or other more important positions, and place more common jobs in a section below it, called “Additional Experience.” (See the sample resumé section for resumés that include a relevant experience section.)
- Put the greater emphasis on the jobs listed under “Relevant Experience,” giving more detailed descriptions for these positions than for the jobs under “Additional Experience.”

Complying with Applicant Tracking Systems

Many employers use Applicant Tracking Systems (ATS) to search resumés before they are seen by their personnel, so your resumé should be easy for both people and software to read.

- Use a simple layout with standard section headings such as Education, Experience, Skills and Activities. Avoid text boxes, graphics, images, tables, columns, headers and footers and other formatting that may not be read correctly by ATS software.
- ATS systems search for specific skills, certifications, software and job-related terms. Customize your resumé for each position by incorporating keywords and skills that appear in the job description if they accurately reflect your own experience and qualifications.
- Use the exact terminology an employer uses whenever appropriate. For example, if a job posting refers to Customer Service Representative, use that exact phrase if it accurately describes your experience instead of a less common title or synonym.
- Spell out abbreviations the first time they appear, especially for degrees, certifications, software and technical skills. For example, write Bachelor of Science (BS) or Microsoft Excel rather than assuming the ATS or employer will recognize abbreviations alone.
- Submit your resumé in the file format requested by the employer, typically Microsoft Word or PDF. Always follow the employer's application instructions.

Reference Page

- Many employers require references when you apply for jobs, but some wait until interviews are completed.
- Consider asking supervisors, coworkers, faculty, pastors and others who know your abilities and character, to serve as your references. Do not ask family members or people who are just friends to be references. The more professional your relationships, the better.
- Make sure these individuals are comfortable serving as your references and will provide strong and favorable recommendations. Never list people you have not requested to be references.
- List a minimum of three references that can be copied and pasted or uploaded as a separate page on the employer's application system.

Suggested format for a reference page

References for Richard Neilson

678 Pleasant Drive

Hawthorn, OH 43899

419-574-9869

E-mail: neilsonr@mail.cotc.edu

Mike Greenly, Manager

Budget Car Rental

3000 International Drive

Columbus, OH 43219

Day Phone: 614-251-4595

E-mail: mgreenly@budgetrent.com

Previous supervisor

Patricia Swenson, Director of Library Services

Hawthorn Community Library

2975 South Elm Street

Hawthorn, OH 43899

Day Phone: 419-876-9765

E-mail: pswenson@hcl.org

Previous supervisor

Martin Phillips, Shift Manager

Rally's Restaurant

1855 South Elm Street

Hawthorn, OH 43899

Day Phone: 419-876-4897

E-mail: Phillipsm@rallys.com

Coworker

Sample Resumés

Brandon Lewis

Pataskala, OH • 740-555-0198 • blewis.3312@mail.cotc.edu

SUMMARY OF QUALIFICATIONS

- Engineering Technology student with hands-on experience in manufacturing, lab-based coursework and technical problem-solving.
- Experience using measurement tools, equipment calibration procedures and basic CAD applications.
- Strong teamwork and communication skills developed through lab projects and group-based technical assignments.
- Detail-oriented with demonstrated ability to follow safety procedures and technical instructions.

Technical Skills: Precision measuring instruments, basic CAD software, blueprint reading, equipment calibration, quality inspection, manufacturing processes, Microsoft Office Suite

EDUCATION

Pursuing Associate of Applied Science – Engineering Technology

Central Ohio Technical College, Newark, OH

Expected Graduation: May 2027

Relevant Coursework: Technical Drawing, Manufacturing Processes, Industrial Safety, Applied Mathematics, Materials Testing

TECHNICAL EXPERIENCE

Engineering Technology Lab Assistant

Central Ohio Technical College | August 2025–Present

- Assist instructors and students with lab equipment setup and technical demonstrations.
- Support calibration and maintenance of measurement and testing tools.
- Follow safety protocols to maintain a safe lab environment.
- Document lab procedures and assist with material organization.

Manufacturing Skills Lab Projects

Central Ohio Technical College | August 2024–Present

- Operate machining and fabrication equipment under instructor supervision.
- Complete technical drawings and translate specifications into lab-based projects.
- Apply measurement and quality control procedures to evaluate finished work.
- Collaborate with peers to complete multi-step engineering projects.

WORK EXPERIENCE

Warehouse Associate

Amazon, Etna, OH | May 2024–Present

- Process and sort packages in a fast-paced warehouse environment.
- Operate scanning and inventory tracking systems accurately.
- Meet productivity and safety standards in daily operations.
- Support team efficiency through accurate order fulfillment.

Jamal Murphy

Newark, OH • 740-555-1234 • murphy.123@osu.edu • [LinkedIn.com/in/jamalmurphy](https://www.linkedin.com/in/jamalmurphy)

SUMMARY OF QUALIFICATIONS

- Business Administration student with customer service, cash-handling and leadership experience gained through retail employment and campus involvement.
 - Demonstrated ability to manage budgets, maintain accurate records, and support organizational operations as Treasurer of the Business Students Association.
 - Strong interpersonal and communication skills developed through daily customer interaction and collaborative team environments.
 - Proficient in Microsoft Excel, Word and PowerPoint.
-

EDUCATION

The Ohio State University

Bachelor of Science in Business Administration

Expected Graduation: May 2027

GPA: 3.52

RELEVANT EXPERIENCE

Treasurer, Business Students Association

The Ohio State University at Newark | August 2025–Present

- Manage an annual organization budget and maintain accurate financial records.
 - Track expenses and prepare budget updates for executive board meetings.
 - Coordinate fundraising activities that support student programming and professional development events.
 - Collaborate with student leaders to plan meetings, employer presentations and networking opportunities.
-

EXPERIENCE

Sales Associate

Target, Heath, OH | June 2024–Present

- Assist customers with product selection and purchasing decisions in a fast-paced retail environment.
- Process cash, credit and mobile transactions accurately while maintaining high customer service standards.
- Replenish merchandise and maintain organized product displays to support sales goals.
- Train new employees on store procedures, customer service expectations and point-of-sale operations.

Crew Member

Culver's, Newark, OH | May 2023–May 2024

- Provided friendly customer service while preparing and delivering food orders accurately.
 - Operated cash register and balanced transactions during assigned shifts.
 - Maintained cleanliness and safety standards throughout dining and food preparation areas.
 - Worked collaboratively with team members to meet customer demand during peak business periods.
-

CAMPUS INVOLVEMENT

Business Students Association

Member | August 2024–Present

- Participate in employer networking events and professional development workshops.
- Attend presentations focused on career exploration, leadership and workplace readiness.

Jordan L. James

709 Cedar Drive Mount Vernon, OH 43050 / 740-393-9939 / Email: jorjames.3258@mail.cotc.edu

SUMMARY OF QUALIFICATIONS

- Law Enforcement Technology student with ride-along and field observation experience through the Knox County Sheriff's Office and Mount Vernon Police Department.
- Knowledge of criminal law, constitutional law, patrol operations, investigations and law enforcement procedures.
- Strong communication and interpersonal skills developed through public-facing campus employment and community involvement.
- Experience observing law enforcement operations, preparing reports and interacting with criminal justice professionals.

EDUCATION

Central Ohio Technical College, Mount Vernon, Ohio

Law Enforcement Technology

Pursuing Associate of Applied Science, with expected graduation in May 2027

Cumulative GPA: 3.3/ Major GPA: 3.6

Relevant Coursework: Constitutional Law and Courts, Criminal Law, Investigations, Patrol, Advanced Patrol Tactics, Human Relations

RELEVANT EXPERIENCE

Ride-Along Program Participant / *Knox County Sheriff's Office / Mount Vernon, Ohio / Jan 2026 - Present*

Observe officers on patrol. Create reports on arrests. Perform checks on license plates and driver's license numbers through the NCIC Database. Build rapport with officers in the Knox County Sheriff's Office.

Ride-Along Program Participant / *Mount Vernon Police Department / Mount Vernon, Ohio / Aug 2025 - Dec 2025*

Accompanied officers on patrol to observe their responses to a variety of situations. Recorded observations in a logbook.

WORK EXPERIENCE

Central Ohio Technical College / *Mount Vernon, Ohio / Gateway Office Student Worker / Aug 2025 - Present*

- Provide guided tours of the university to prospective students, families and groups.
- Share relevant information about the campus and highlight services and programs available to students.
- Participate in student panels by answering questions about university policies and by sharing from personal experiences as a student.

AutoZone / *Mount Vernon, Ohio / Sales Associate / May 2021 - August 2024*

- Assisted customers in identifying automotive issues and selecting appropriate replacement parts.
- Resolved customer concerns while maintaining positive customer relationships.
- Maintained accurate cash handling and point-of-sale transactions.
- Supported inventory management and merchandise replenishment efforts.

ACTIVITIES AND ACHIEVEMENTS

Small Group Leader / August 2023 – May 2024

Facilitated discussions and provided mentorship to student participants.

Haiti Mission Team Member / March 2024

Participated in service-oriented and spiritual engagement activities as part of a volunteer team.

United Way Volunteer / September 2023 – May 2025

Participated in community service initiatives supporting local nonprofit organizations.

Ananya Patel

4781 Hebron Road, Heath, OH 43056 / 740-555-1144 / apatel.85336@osu.edu / [LinkedIn.com/in/apatel](https://www.linkedin.com/in/apatel)

SUMMARY OF QUALIFICATIONS

- Psychology student with experience in peer support, communication and student engagement.
- Strong interpersonal skills developed through residential life and volunteer mentoring roles.
- Experience observing human behavior in academic and community settings.
- Effective communicator with ability to work with diverse populations.

EDUCATION

The Ohio State University at Newark

Bachelor of Arts in Psychology / Expected Graduation: May 2027 / GPA: 3.62

Relevant Coursework: Introduction to Psychology, Developmental Psychology, Research Methods, Abnormal Psychology

RELEVANT EXPERIENCE

Peer Mentor

OSU Newark First-Year Experience Program | August 2025–Present

- Support new students in adjusting to college life and academic expectations.
- Provide guidance on campus resources, study strategies and time management.
- Participate in training focused on communication and student support practices.
- Refer students to appropriate campus services when needed.

Resident Assistant

Campus Housing Program | August 2024–May 2025

- Facilitated community-building activities within residence hall.
- Addressed student concerns and enforced campus policies.
- Provided peer support and conflict resolution assistance.
- Documented incidents and communicated with housing staff.

WORK EXPERIENCE

Customer Service Associate

Kroger, Newark, OH | May 2023–Present

- Assist customers with purchases and product location in a retail environment.
- Handle transactions and maintain accuracy in cash handling procedures.
- Resolve customer concerns professionally and efficiently.
- Support team operations during high-volume periods.

ACTIVITIES & ACHIEVEMENTS

- Dean's List, Autumn 2024 – Present
- Newark Campus Honors Program, 2025 – Present
- Student Research Symposium Participant, 2025

Kevin Chen

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SUMMARY OF QUALIFICATIONS

- Health Sciences student with academic and volunteer experience in healthcare settings.
- Strong understanding of basic medical terminology and patient care principles.
- Experience supporting individuals in community health and service environments.
- Detail-oriented with strong communication and observational skills.

EDUCATION

Bachelor of Science in Health Sciences | Central Ohio Technical College

Expected Graduation: May 2027 | GPA: 3.15

Relevant Coursework: Anatomy and Physiology, Medical Terminology, Biology, Public Health Foundations

HEALTHCARE EXPERIENCE

Hospital Volunteer | Licking Memorial Health Systems, Newark, OH | August 2025–Present

- Assist staff with non-clinical patient support tasks.
- Provide wayfinding assistance for patients and visitors.
- Deliver supplies and support unit organization.
- Maintain professional communication in a healthcare environment.

Health Sciences Lab Assistant | OSU Newark | January 2025–Present

- Assist with lab setup and preparation for anatomy and biology courses.
- Support safe handling of lab materials and equipment.
- Follow protocols for maintaining lab cleanliness and organization.
- Work with peers during structured lab activities.

WORK EXPERIENCE

Front Desk Associate | Local Fitness Center, Newark, OH | May 2024–Present

- Provide customer service and membership support.
- Assist with scheduling and facility access.
- Maintain organized records and front desk operations.
- Communicate effectively with members and staff.

ACTIVITIES AND ACHIEVEMENTS

- Volunteerism and Civic Engagement Participant, 2025
- Student Ambassador Program, 2024 – Present
- Community Health Outreach Volunteer, 2025

Objective: An Early Childhood Education teaching position, grades K-3.

Education

The Ohio State University – Newark • Newark, Ohio

Major: Early Childhood Education / Bachelor of Science in Education, Anticipated Graduation Date: May 2027

Teaching Experience

Johnstown Elementary School

Johnstown, Ohio

Student Teacher

Spring 2027

- Collaborated with cooperating teacher to plan and teach lessons across all subject areas.
- Designed and implemented science units on weather and light, plus an integrated geography/maps unit.
- Facilitated cooperative learning activities focused on character education.
- Adapted instruction for students with special needs and led guided reading groups.
- Developed integrated lessons, including a research project on famous Americans.
- Assessed student learning through work samples, progress monitoring and classroom assessments.
- Created a classroom management plan and individual student reward system.

Northridge Elementary School

Johnstown, Ohio

Methods Experience, Second and Third Grade

Fall 2026

- Participated in planning, creating and teaching Math, Science and Social Studies lessons.
- Monitored progress of a student with an IEP and incorporated child's IEP goals into lessons.
- Integrated language arts into science and social studies lessons.
- Designed an integrated lesson on voting.

Utica Elementary School

Utica, Ohio

Field Experience, Kindergarten and First Grade

Spring 2026

- Taught lessons that met the needs of students at both the kindergarten and first grade level.
- Prepared and taught language arts lessons, incorporating vowel sounds, writing strategies.
- Monitored child's progress and kept anecdotal notes.

Horizon Activities Center

Groveport, Ohio

Assistant Teacher/Camp Counselor

May 2025 - August 2025

- Assisted lead teacher in whole group activities, outdoor play and learning center activities.
- Managed large groups of children on field trips.
- Monitored children ages 3 to 12.

Additional Experience

Kroger, Courtesy Clerk, Johnstown, Ohio 2023 – 2024

Dairy Queen, Crew Member, Johnstown, Ohio 2022 – 2023

Honors/Activities

Dean's List: 2023, 2024, 2025

Volunteerism and Civic Engagement Participant, 2025 – Present

Intramural Basketball, 2024 – 2026

OSU-Newark Campus Welcome Week Volunteer, 2025

Dean's List, Spring 2026

Maria Rivera

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SUMMARY OF QUALIFICATIONS

- Nursing student with clinical training experience in patient care, safety procedures and healthcare documentation.
 - Knowledge of basic nursing principles including patient hygiene, vital signs, infection control and medical terminology.
 - Experience working in structured healthcare environments with patients, families and healthcare staff.
 - Strong communication, teamwork and attention to detail in fast-paced clinical settings.
-

EDUCATION

Central Ohio Technical College, Newark, OH

Associate Degree in Nursing (ADN)

Expected Graduation: May 2027

Relevant Coursework: Anatomy and Physiology, Nursing Fundamentals, Pharmacology Basics, Medical Terminology, Patient Care Skills

CLINICAL EXPERIENCE

Nursing Clinical Student

COTC Nursing Program / Partner Clinical Sites | January 2026–Present

- Provide basic patient care under supervision in clinical healthcare settings.
 - Assist with monitoring vital signs, patient hygiene and mobility support.
 - Follow infection control protocols and patient safety procedures.
 - Document observations and communicate patient status to clinical instructors and staff.
 - Support healthcare teams in maintaining organized and efficient care environments.
-

HEALTHCARE EXPERIENCE

Certified Nursing Assistant (CNA) *(or “Nursing Assistant Student – if not certified”)*

Licking County Care Center, Newark, OH | May 2025–December 2025

- Assisted residents with daily living activities including hygiene, mobility and feeding support.
 - Monitored and reported changes in patient condition to nursing staff.
 - Maintained clean and safe patient care environments.
 - Communicated respectfully with residents, families and healthcare team members.
-

WORK EXPERIENCE

Customer Service Associate

CVS Pharmacy, Newark, OH | June 2024–Present

- Assist customers with purchases and basic product information.
- Operate cash register and maintain accurate transactions.
- Support pharmacy staff with customer service flow and store organization.
- Maintain professionalism in a healthcare-adjacent retail environment.

Resumé Action Verbs

Use this list to help you describe your experience clearly and professionally. Always choose verbs that accurately reflect your responsibilities and accomplishments.

Leadership

Administered
Assigned
Coached
Coordinated
Delegated
Developed
Directed
Established
Evaluated
Executed
Facilitated
Guided
Implemented
Led
Managed
Mentored
Organized
Supervised

Communication

Addressed
Advised
Advocated
Collaborated
Communicated
Conducted
Consulted
Corresponded
Counseled
Demonstrated
Educated
Explained
Informed
Interviewed
Negotiated
Presented
Recommended
Wrote

Research & Analysis

Analyzed
Assessed
Audited
Calculated
Collected
Compared
Compiled
Evaluated
Examined
Gathered
Identified
Inspected
Investigated
Measured
Monitored
Researched
Reviewed
Verified

Customer Service

Accommodated
Answered
Assisted
Attended
Cared for
Delivered
Educated
Engaged
Greeted
Guided
Listened
Resolved
Responded
Retained
Served
Supported
Welcomed
Assisted

Organization

Arranged
Cataloged
Compiled
Coordinated
Created
Distributed
Documented
Entered
Filed
Maintained
Managed
Ordered
Organized
Prepared
Processed
Recorded
Scheduled
Updated

Technical

Assembled
Built
Calibrated
Configured
Constructed
Diagnosed
Fabricated
Installed
Maintained
Manufactured
Monitored
Operated
Programmed
Repaired
Replaced
Restored
Tested
Troubleshoot

Problem Solving

Adapted
Corrected
Created
Designed
Diagnosed
Enhanced
Fixed
Improved
Innovated
Modified
Optimized
Prevented
Recommended
Redesigned
Reorganized
Resolved
Simplified
Strengthened

Finance & Business

Allocated
Balanced
Budgeted
Calculated
Collected
Forecasted
Generated
Increased
Managed
Processed
Reconciled
Reduced
Reported
Saved
Secured
Tracked
Verified
Budgeted

Teaching & Training

Coached
Demonstrated
Developed
Educated
Encouraged
Evaluated
Facilitated
Guided
Instructed
Mentored
Motivated
Prepared
Taught
Trained
Tutored
Supported
Advised
Inspired

Accomplishment

Achieved
Accelerated
Boosted
Completed
Enhanced
Exceeded
Expanded
Generated
Improved
Increased
Maximized
Produced
Reached
Reduced
Saved
Strengthened
Streamlined
Surpassed

