

**2017/2018**

**North Park University**

**CDIO**

**Developing a Winning  
Resumé**

**Career Development and Internships Office**



# Table of Content

<b><u>Overall Tips</u></b>	<b>3-5</b>
Resumé Template	6
Cover Letter Template	7
Sample Cover Letter	8
Example of Reference Page	9
Student's First Attempt	10
Student's Revised Resume	11
Poor Format Example	12
Poor Format Example Revised	13
<b><u>Resumé Sample Based on Major Choices</u></b>	<b>14</b>
Biology Major Example	15
Business Management Major Example	16
Education Major Example	17
Exercise Science Major Example	18
Health Science Example	19
Music Performance Major Example	20
Nonprofit Management Major Example	21
Nursing Major Example	22
Psychology Major Example	23
Spanish Major Example	24
Sports Management Example	25
Youth Ministry Example	26
<b><u>Action Verbs</u></b>	<b>27-29</b>

## Overall Tips

- An employer will spend an average of 20-30 seconds reading your resumé in the first round of cuts, among dozens, maybe hundreds, of others they receive for the same position, so make it easy to read.
- A resumé is a personal and professional summary of your background and qualifications, including education, career objective, work experience, activities, computer skills, awards/honors/leadership, international experience, and any other special skills you might have.
- Your resumé should be clear and should explain details to make it easily understandable to someone who doesn't know you or North Park University.
- Know the role and organization you are applying to; it should mimic their style, values, mission statement, and the required skills for the position.
- Avoid using parentheses and words that add no value such as “etc.” and “various”. If it's worth mentioning on the resumé, it's probably worth more explanation than this.
- Use just one set of bullet points—there should not be a subset as you would have in an outline.
- Do not include “References available upon request” at the bottom of your resumé.

## Formatting Your Resumé

- Your resumé should be concise. It should only be 1 page until after you have 7-10 years of professional experience after schooling. Keeping your resume to one page shows employers that you can edit and display only the most relevant content, and they are not likely read two pages even if you provide it! The exceptions to this are teachers' and nurses' resúmes, which can sometimes go to 2 pages given the many required internships.
- Use no smaller than 10-point font -- preferably 11 or 12-point font.
- Use a readable and serif font, like Times New Roman. No cursive or flashy fonts should be used. Use one font for the entire resumé.
- Triple-check for typos and spelling errors. Have a friend read over your resumé to ensure that it makes sense as well as a resume advisor from the Career Development & Internships Office.
- Customize your resumé to each position you apply to by mirroring the language, priorities and qualifications in the job description to demonstrate your fit for the role.
- If you would like to print your resumé, resumé paper is available in the Career Development & Internships Office inside the Center for Student Engagement.
- If you are applying to the position online:
  - Make sure you do not include any lines in the resumé as this can cause the applicant software to reject your resumé and/or disqualify it.
  - Make sure your resume is “scannable”, meaning use keywords from the job posting. Often, resúmes only make the cut for review by a live person if the resumé contains at least 50% of the key words.

## Content of Your Resumé

- Do not include anything from high school on your resumé unless you are a college freshman. Consider the resumé once in college as your adult history of experience and preparation for the opportunity at hand. Anything from before you started college should not be on the resumé.
- You can build a “stockpile” resumé of all your experiences correctly formatted and well-articulated and then customize each 1-page resume to the position from your stockpile.
- Include your name, address, telephone number, and email address at the top of the page. Your name should be significantly bigger than all the other words on the page; 16 to 20-point font is recommended.
- All sections of your resumé should be organized in reverse chronological order, with any positions or experiences still current at the top, and then descending down the section from most recent to least recent.
- Do not include references on your resumé. Organizations know that they can ask for your references if they want them. You should have a separate sheet of references, formatted to match the resume, ready to share if they are requested.

## Objective Section

- The objective should list what kind of position you are trying to get, and include your relevant skills. This is a great branding opportunity—know your brand!
- It should sound confident but not arrogant.
- Don't be too wordy, general, or list another organization's name other than the one you're applying to.
- Resumé Renee's magic objective formula:
  - Seeking/to obtain + What + Where + Why you
- Alternatives to an objective: Career Highlights, Career Summary, or a Profile Statement. Consult the Career Development & Internships Office for assistance in these approaches.

## Education Section

- For recent college graduates, this is the most important section. Until your work experience is more relevant and impressive than your education, this section should stay second on your resumé under the objective.
- List your degree, major(s) and minor, along with your GPA if it is 3.0 or above out of 4.0. You can also include your major GPA. Show the scale either as /4.0 or “on a 4.0 scale”.
- If you have room, list 3-5 of your most relevant courses by course title. Do not list as bullets—write them out separated by commas. Capitalize each word in the class title. Leave off “Introduction to”, “Foundations of” and section numbers (I and II) from class titles—in these instances, just use the subject. *Example “Introduction to Sociology” would be shown as Sociology. “Drawing II” should be shown as Drawing.*
- Include any academic honors such as Dean's list, departmental awards, etc.

## Professional Experience Section

- List the name of the organization, along with the city and state (country if the experience was not in the U.S.) for each experience on your resumé. Place this information across from the role or organization name, on the right side of the page. Beneath that, list the role/job title and the date range of the experience as months and years underneath the location.
- List 2-4 concise bullet points for each role. Turn duties into skills. Try to answer Who, What, When, Where, Why and How in writing your bullet points. Avoid using pronouns.  
 Bullet Point Formula: Action Verb + Task + (one of the following)
  - Purpose (why did you do the task),
  - Method (how did you do the task), or
  - Result (what happened because you did the task).

*Example: Observed and analyzed students' behavior in order to guide successful classroom instruction*

*([www.cco.purdue.edu](http://www.cco.purdue.edu))*

- Bullet points should be indented under the role, and should begin with past tense action verbs. (Example: Managed, Designed, Organized, Cleaned) Beginning each bullet with a powerful action verb conveys a confident and capable tone as the employer reads.
- Be as specific as you can, and include measured outcomes to show the impact your work had if possible--quantify your work where it will show strength. In other words, include numbers where possible. Examples:
  - *Increased marketing revenue 12% above previous year*
  - *Tutored 3 children ages 7-12 twice weekly over 2 consecutive school years in Spanish and History*
- Bullet points do not need periods because they are not full sentences.

## Possible Additional Sections

- Leadership—anything after high school can be included, such as positions held in campus organizations and formal leadership training experiences.
- International Experience—includes mission trips, exchange programs, service trips and study abroad; this does not include family vacations.
- Technical Skills—list computer and software skills and don't forget industry-specific equipment and technology.
- Volunteer Experience—include organizations, dates, locations, and bullet points. Format these experiences in the same way you format your work history.
- Language Skills—list your level of expertise in any language other than English. Because the resume is in English, your ability in this language is already conveyed. Include your proficiency level in other languages, as well as whether your ability.
- Certifications and Licensures—This may include CPR certification, as well as professional certifications and licenses needed to work in certain career fields.

## (North Park Resumé Template)

**Full Name**

Phone

Street address, City, State Zip Code

Email

**OBJECTIVE**

Enter objective here

**EDUCATION****North Park University**

Chicago, IL

*BA in Major, Minor*

May 2017

- GPA on a 4.0 scale, and Dean's list, or other honors (if applicable)
- Related coursework includes

**PROFESSIONAL EXPERIENCE****Organization**

City, State

*Title*

Mon. Year-Mon. Year

- Bullet text about responsibilities, including results achieved or impact
- Bullet text about responsibilities, including results achieved or impact
- Bullet text about responsibilities, including results achieved or impact

**Organization**

City, State

*Title*

Mon. Year-Mon. Year

- Bullet text about responsibilities, including results achieved or impact
- Bullet text about responsibilities, including results achieved or impact
- Bullet text about responsibilities, including results achieved or impact

**Organization**

City, State

*Title*

Mon. Year-Mon. Year

- Bullet text about responsibilities, including results achieved or impact
- Bullet text about responsibilities, including results achieved or impact
- Bullet text about responsibilities, including results achieved or impact

**LEADERSHIP ACTIVITIES** (if applicable)**Organization**

City, State

*Title*

Mon. Year-Mon. Year

- Bullet text about responsibilities, including results achieved or impact

**INTERNATIONAL ACTIVITIES** (if applicable)**Organization**

City, State

*Title*

Mon. Year-Mon. Year

- Bullet text about responsibilities, including results achieved or impact

**VOLUNTEER ACTIVITIES** (if applicable)**Organization**

City, State

*Title*

Mon. Year-Mon. Year

Bullet text about responsibilities, including results achieved or impact

# Cover Letter Template

Phone

Street address, City, State Zip Code

Email

Insert Month, Date, Year

Contact Person, Title

Organization

Street Address

City, State, Zip Code

Dear [Insert contact's name, or Hiring Manager],

I am writing to apply for the [insert position or title] as found on [insert website] OR as [insert referral's name] mentioned to me. My background, skills, and experiences make me an excellent fit for this position, and I am ready to add value to [insert organization].

[Insert references to specific points on your resume, emphasize your strongest qualifications, give detailed examples, and provide measurable achievements. Include a sentence about how you can help the organization be stronger or further its mission or goals with your skills, so they see how you can help them.]

Given my skills and experiences in [insert three things], I am ready to step into this role and provide value to [insert name of organization]. I would very much enjoy discussing this position further, and can be reached at [insert telephone number] or [insert email address]. Thank you in advance for your consideration, and I will follow up with you in a week to answer any questions you might have.

Sincerely,

[Insert your name]

Your First and Last Name

# Sample Cover Letter

Street address, City, State Zip Code      Phone      Email

July 8, 2016

To the Principal of  
John B. Murphy School  
3539 W. Grace St.  
Chicago, IL 60618

Dear [Insert contact's name],

I am writing to apply for the [insert position or title] as found on The Career Hub job board of North Park University, and referred to me by the Career Development Office staff. My background, skills, and experiences make me an excellent fit for this position, and I am ready to add value to Murphy School. Your mission of maintaining Murphy School as “the caring community” resonates with me as respect, kindness and compassion is the essence of my work-style philosophy with colleagues and with every student and parent.

Over the past 7 years, I have gained experience working with children as a care provider, camp counselor, youth group leader and mentor, preschool, elementary, and middle school teacher and a tutor. My diverse teaching experiences have given me a broader world perspective and the competency to positively affect and educate a diverse student population. As an English Teacher in Ecuador, I taught eight classes with separate curriculum to over 300 students. Through my job as a Student Ambassador of North Park University, I learned how to most effectively represent a school and communicate with parents and other interested parties. Both of these experiences, along with many others, transfer into education in ways that have uniquely equipped me as an educator. I believe that I would be a great fit with Murphy School because of my devotion and motivation to know every student by “name, strength, and need.”

My goal is to combine my distinct experiences with my passion and motivation for youth to make a positive impact on many young children and empower them through education. Thank you for considering me for an Elementary Teaching position in Murphy School. I would be honored to accept an interview and I look forward to hearing back from you at your earliest convenience.

Sincerely,  
*Robyn Bird*



# Sample Reference Page

Phone

Street address, City, State Zip Code

Email

## References:

Dr. Marty Soandso - Professor, North Park University  
5151 N. Happy Land Ave Suite 300, Chicago IL 60625  
773-555-5555  
[drsoandso@noparku.edu](mailto:drsoandso@noparku.edu)

Mr. Jerry Rightrole – Internship Supervisor, NBC Corporation  
2345 Jobworld Road, Northlake IL 60164  
312-456-7890  
[jgrightrole@nbc.com](mailto:jgrightrole@nbc.com)

Ms. Susan Shouldhire - Supervisor & Co-worker, Henredon Furniture  
2435 Merchandise Mart, Chicago IL 60602  
312-123-4567  
[Sdshouldhire@hf.biz](mailto:Sdshouldhire@hf.biz)

# NPU Student's First Attempt

This is an example of a resumé before it was edited.

## Objective

To obtain a career with the U.S. military in the medical field as a Physical Therapist and help American soldiers heal

## Education

### North Park University

BA in Exercise Science/ Pre-Physical Therapy

- Significant supporting courses include the following: Anatomy, Biomechanics, Psychology, Exercise Programming and Leadership, and First Aid/CPR

### Glenbrook South High School

- High School Diploma

Move the university and degree to the left to align with Glenbrook.

Show graduation date only.

Chicago, IL  
August 2013- May 2017

Glenview, IL  
August 2009-June 2013

Remove high school.

## Professional Experience

### Jones Family

Babysitter

- Taking care of kids from infant to teens
- Providing food and driving kids to activities
- Tutor/ Homework help

Glenview, IL  
June 2011- current

Move the top 2 lines left.

### Helwig Recreation Center

*Intramural Basketball Official*

- Score Keeping
- Assist aid for injuries

### Candy Crossing

*Cashier*

- Maintained the sanitation requirements throughout the whole store
- Worked cashier register
- Answered phone calls
- Locked up store in an orderly manner
- Counted money accurately at the end of the day

Chicago, IL  
January 2012-March 2012

Glenview, IL  
August 2010-June 2011

Bullets are too short and vague. Add more detail to convey your value and skill.

Insert a space between.

## International Activities

### World Global Outreach

- *Cornerstone Evangelical Free Church*
- Provided health care in a couple churches of poor areas for a week
- Jobs included: medical assistant, dental assistant, head check for lice, evangelism, and optical assistant

Tegucigalpa, Honduras  
April 2012

Correct alignment of top 2

Remove bullet.

## Volunteer Activities

### Cornerstone Evangelical Free Church

- Help out with church activities and events
- Leader for high school and middle school youth group

Glenview, IL  
Jan. 2011-current

Correct alignment and add job title underneath.

# NPU Student's Revision

This is the revised resumé with CDIO assistance.

## Objective

To obtain a career with the U.S. military in the medical field as a Physical Therapist and help American soldiers

## Education

- North Park University** Chicago, IL  
 BA in Exercise Science/ Pre-Physical Therapy May 2017
- Relevant coursework: Anatomy, Biomechanics, Psychology, Exercise Programming and Leadership, and First Aid/CPR

## Professional Experience

- Various Families in Glenview Community** Glenview, IL  
*Babysitter* June 2011-Current

- Supervise children from infant to age 14
- Prepare meals based on children's diet and family customs
- Transport children to and from afterschool activities using personal vehicle
- Tutor and assist children with completion of homework assignments
- Ensure appropriate bedtime of children based on parents' requests

- Helwig Recreation Center** Chicago, IL  
*Intramural Basketball Official* January 2012-March 2012

- Recorded scores using electronic score keeping device
- Interacted with referees and tracked players' offenses during the game
- Provided first aid for injured players

- Candy Crossing** Glenview, IL  
*Cashier* August 2010-June 2011

- Maintained the sanitation requirements throughout the whole store
- Worked cashier register and answered phone calls
- Counted money accurately at the end of the day and secured store at closing

## International Activities

- World Global Outreach** Tegucigalpa, Honduras  
 Medical Assistant April 2012

- Participated in providing basic health care to people in churches of underprivileged areas

## Volunteer Activities

- Cornerstone Evangelical Free Church** Glenview, IL  
 Youth Leader January 2011-Current

- Assisted with preparation for and staffing of church activities and events
- Led high school and middle school youth groups

# Poor Format Example

This example needs improved font and formatting techniques.

## Objective

A position as a student nurse extern in which I could work alongside healthcare professionals to build and re-enforce skills related to the nursing field.

## Education

North Park University	August 2010 - present
anticipated graduation with Bachelor of Science in Nursing: May 2014	
Grand Rapids Christian High School	Graduated May 2010

## Professional Experience

Nurse's Assistant	Camp Roger, Rockford, MI	Summers 2010, 2012
Assisted camp nurse in passing medication, cared for sick campers, aided in emergency situations, and maintained clean facilities.		
Camp Counselor	Camp Roger, Rockford, MI	Summer 2011
Cared for 12 young girls in a residential camp setting.		
Student Ambassador	North Park University	September 2011 - present
Guide campus tours, speak with prospective students via telephone, and facilitate prospective student events		
Cashier		
Java Haus, North Park University		September 2010 - present
Purchase, restock, and sell snacks and beverages.		

## Volunteer Experience

Bethel New Life Community After-School Program		October 2011 - present
Aided students with homework and playtime.		
Cornerstone Community Outreach		October 2010 - May 2010
Facilitated activity time for kids.		
By the Hand Club for Kids		October 2011 - December 2011
Aided students with after-school homework.		

## Professional Development

Member of North Park University Student Nurse Association		September 2012 - present
Small Group Leader for University Ministries Department		October 2012 - present

# Format Example Revised

Note the font style is easier to read, and the addition of bold type and bullet points.

## OBJECTIVE

To achieve a position as a student nurse intern in which I work alongside healthcare professionals to build and re-enforce skills related to the nursing field

## EDUCATION

**North Park University** Chicago, IL  
*Bachelor of Science in Nursing* May 2017

- Cumulative GPA 3.26/4.0

## PRACTICUM EXPERIENCE

**Northwestern Lake Forest Hospital** Lake Forest, IL  
*Clinical Rotation: OB/GYN* Spring 2016

**St. Francis Hospital** Evanston, IL  
*Clinical Rotation: Med Surg I* Fall 2015

## EMPLOYMENT

**North Park University** Chicago, IL  
*Student Ambassador* Sep 2014 – present

- Guide campus tours, speak with prospective students via telephone, facilitate prospective student events

**Camp Roger** Rockford, MI  
*Nurse's Assistant* Summers 2013, 2014

- Assisted camp nurse in passing medication, cared for sick campers, aided in emergency situations, and maintained clean facilities

*Camp Counselor* Summer 2012

- Cared for 12 elementary-age girls in a residential camp setting

## VOLUNTEER EXPERIENCE

**New Life Community After-School Program** Chicago, IL  
 • Aid students with homework and playtime. Oct 2014 – Present

**Cornerstone Community Outreach** Chicago, IL  
 • Facilitated activity time for children Oct 2013 – May 2014

**By the Hand Club for Kids** Chicago, IL  
 • Aided students with after-school homework. Oct 2013 – Dec 2014

## PROFESSIONAL DEVELOPMENT & LEADERSHIP

Member of North Park University Student Nurse Assoc. Sep 2015 -- Present  
 Small Group Leader for University Ministries Department Oct 2014 – Present

## **Resumé Samples Based on Major Choices**

# Biology Major Example

(773)-123-4567

Biosampleresume@northpark.edu

## OBJECTIVE

To obtain a position that will enable me to gain patient and clinical experience in the physical therapy setting while continuing my education and strengthening the company's operations.

## EDUCATION

### North Park University

Chicago, Illinois

*B.S. in Biology*

May 2015

- GPA 3.7/4.0
- Relevant Coursework: Human Anatomy, Exercise Physiology, Medical Terminology
- Inducted into the Beta Beta Beta National Biological Honors Society in January 2013
- Extracurricular activities include Latin American Student Organization, Psychology Club

## PROFESSIONAL WORK EXPERIENCE

### AthletiCo – Pulaski and Foster

Chicago, Illinois

*Observation Hours*

August 2013- present

- Observed the Physical Therapist and rehabilitation aid in daily activities including patient treatments and exercises

### North Park University

Chicago, IL

*Cell Biology Tutor*

Sep 2012-May 2013

- Reviewed course material and planned study tips for pre-nursing students
- Practiced good communication with professors in order to prepare for student tutoring
- Assisted students with organization, study habits, and understanding the curriculum

### *Lab Manager*

Jan 2012- May 2013

- Prepared laboratory experiments for 90 students in the Cell Biology course
- Organized and took inventory for instruments such as beakers, hot plates, micropipettes, etc.
- Performed laboratory maintenance to ensure safety regulations were followed
- Disposed of chemicals and waste according to the safety manual

## VOLUNTEER ACTIVITIES

### Urban to Global

Chicago, IL

*Medical Team Member*

Jun - July 2011, 2012

- Performed intake procedures for medical clinics in rural areas
- Monitored blood pressure and temperature for adult and child patients
- Studied marine life and coral reef conservation on the coastal islands of Honduras

## INTERNATIONAL ACTIVITIES

### North Park University

Taiwan

*NPD3000: Ecology and Culture of Asia*

May 2013

- Adapted to the culture, traditions and norms of Taiwan and increased the awareness and sensitivity to cultural differences
- Studied and compared Taiwanese vs. U.S. ecology and the protection of natural resources

## CERTIFICATIONS

- Virtus Certified

# Business Management Example

773-244-5575      3225 W. Foster Ave., Chicago, IL 60625      bizexample2@northpark.edu

## OBJECTIVE

To obtain a career where I can put my knowledge, experience, and skills into action in a fast-paced work environment while growing my skill set for the betterment of the company

## EDUCATION

### North Park University

Chicago, IL

*BS in Business and Economics with a Concentration in Management* May 2013

- GPA: 3.52/4.0
- Graduate Coursework: Organizational Behavior and Ethics, Principles of Human Resources, and Negotiation and Influence
- Related Coursework: Principles of Microeconomics, Principles of Macroeconomics, Financial Accounting, Operations Management and Information Technology, Foundations of Finance, Foundations of Marketing, and Business Law

## WORK EXPERIENCE

### The Cheese People

Chicago, IL

*Chief Sales Operator*

May 2011- Present

- Refine personal sales tactics/techniques creatively to drive revenue up – increasing profits over 200% at assigned Farmer's Markets from previous sales associates
- Initiate research & training for self and owners for the forty cheeses in product line
- Co-develop new strategies for off-season revenue enhancements by coordinating logistics, collecting orders, and product delivery
- Intern in administrative office to streamline processes, increase profitability, and regulate inventory

### Jimmy John's

Chicago, IL

*Person in Charge*

Aug. 2010- May 2012

- Effectively maintained leadership as daily sales reached \$2,000
- Trained new hires in procedures and protocols
- Positively represented Jimmy John's to customers, vendors, and leadership

### Turning Point Ministries

Lakeside, CA

*Assembly Line Coordinator*

Oct. 2008- Jun. 2010

- Managed 4-7 people on a packaging assembly line
- Established schedules, assigned employees to tasks, measured line performance
- Reported results to Director of Operations with proficient use of Microsoft Word and Excel for written communications;

### Grand Rapids Crew Juniors

Grand Rapids, MI

*Head Coach*

Jan. 2005- Jun. 2008

- Mentor of High School-aged boys club soccer teams
- Continually improved team technical, tactical, and communication skills
- Executed game-plans, practices, and communications to parents and players

## LEADERSHIP ACTIVITIES

### North Park Business Club

Chicago, IL

*Secretary*

Aug. 2011-May2012

- Recruited individuals to become members
- Initiated potential projects for the club to pursue



# Sample Education Resume

3225 W. Foster Ave., Chicago, IL 60625 (773) 244-5575 careers@northpark.edu

## OBJECTIVE

To be a teacher who prepares and inspires each of her students to grow into curious, compassionate and competent adults

## EDUCATION

**North Park University** Chicago, IL  
 Double major: *BA in Elementary Education and Spanish* May 2013

- 3.75 GPA, member of Honors Congress and Sigma Delta Pi Spanish Honors Society

## TEACHING EXPERIENCE

**Central Elementary School** Jan. – March 2013  
*Student Teacher*

- Prepared lessons and appropriate assessment methods
- Participated in staff development workshops

**Albany Park Community Center**  
*ESL Tutor* Oct. – Dec. 2012

- Tutored Spanish-speaking adult ESL student four hours per week
- Created curriculum based on student's personal needs;
- Improved alphabet awareness, pronunciation and phonics

**Saint Hilary School**  
*Mini-Teacher* Oct. – Dec. 2012

- Planned and taught Language Arts class in a fifth grade classroom
- Wrote and graded unit test and final writing assignment
- Participated in staff development and school events

**Edison Regional Gifted Center**  
*Teacher Aide* Feb. – May 2012

- Observed forty hours of fourth grade class
- Graded homework, quizzes and classroom assignments
- Aided student with Cerebral Palsy in class

**Jumpstart**  
*Tutor* Sep. 2009 – May 2010

- Worked in pull-out program with five ESL kindergarten students twice a week
- Practiced literacy skills with one-on-one reading; facilitated group mini-lessons and play-time

## ADDITIONAL EXPERIENCE

**North Park University Office of Alumni Relations** Chicago, IL  
*Phonathon Caller* Sep. 2010 – May 2012

- Called average of 20 alumni per shift to support school's annual fundraising
- Recognized as a "Top Caller" of 2012 with third highest sales

**Sankofa Race-Relations Bus Trip** Feb. 2011  
*Participant*

- Discussed in-depth topics encouraging racial reconciliation with fifty participants on intensive 3-day bus trip to key Civil Rights landmarks

# Exercise Science Major Example

[viking@northpark.edu](mailto:viking@northpark.edu)

(773)202-0000

## PROFILE

Enthusiastic Exercise Science student with a strong work ethic looking for a position in health related fitness. I find satisfaction in helping people reach their goals.

## EDUCATION

### **North Park University**

Chicago, Illinois

B.S. in Exercise Science

May 2016

- Dean's list, GPA: 3.88/4.0
- Member of Tri-Beta Biology Honors Society

## WORK EXPERIENCE

### **Players U**

Mount Prospect, IL

Strength and Conditioning Coach

January 2015-Present

- Design workout programs for middle school through high school student athletes
- Design phases for speed, agility, strength, and conditioning
- Facilitate work outs while encouraging students
- Explain and demonstrate proper technique with correct form to avoid injury

### **Camden City Pool**

Camden, AR

Life Guard Supervisor /Swim Team Coach

May-August 2013, 2014

- Performed all lifeguard responsibilities: monitor all pool activities, apply CPR/first aid, perform water rescues when necessary
- Ensured lifeguards were current on training in CPR, first aid, and water rescue techniques
- Completed pool maintenance: cleaning, chemical adjustments, and repairs
- Facilitated individual, age-appropriate swim workouts for swim team members ages 5-18
- Conducted daily workouts to prepare swimmers for up-coming swim meets
- Traveled with swim team to all meets, and assisted with entering swimmers into events

### **Oak Tree Apartments**

Camden, AR

Assistant Maintenance Worker

May-August 2012-2014

- Performed specific repairs on appliances including toilets, sinks, refrigerators, ovens.
- Cut and laid tile flooring, and assisted in re-roofing apartment complexes
- Maintained landscape by mowing grass and trimming edges around complex
- Available on-call for on-site emergencies

## Carla Admin

308 Millennium Lane • Plain, WI 98655 • (008) 444-3333 • carla @ email .com

**CAREER GOAL:** To serve IHS Health Care Clinic and its patients in the role of Healthcare Assistant, bringing nursing and medical assistance acumen to provide the best possible care to patients

### EDUCATION

**BS in Health Sciences | North Park University, Chicago, IL | May 2017**

- Concentration in Wellness
- GPA 3.2 on a 4.0 scale

Relevant Coursework:

- Advanced Physiology
- Health Promotion in Chronic Disease and Aging
- Healthcare Ethics
- Principles of Healthcare Management
- Healthcare Ethics
- Fads and Emerging Health and Wellness Therapies

### CORE COMPETENCIES

- Knowledge of administering oral, muscular and intravenous medication accurately based on the doctor's prescription
- Skilled in assisting the patient in daily living tasks including toileting, bed making, dressing and feeding while maintaining the patient's privacy and ensuring patient dignity
- Adept at noting changes in the patient's condition and communicating with doctors and families regarding patient's progress
- Proficient in explaining home treatment plans and follow up visit scheduling
- Capable of obtaining complete patient history and filing the same as per standard medical filing procedures

### EXPERIENCE

**Internship | DENCO HEALTH CLINIC, Racine, WI | Summer 2016**

- Administered prescribed medications in resident patients
- Changed linens and assisted patients in daily living activities
- Observed general conditions, took daily temperature and blood pressure
- Administered IV medications as prescribed
- Fed patients as necessary

### VOLUNTEER WORK

**Volunteer Health Care Provider | RED CROSS, Racine, WI | Summer 2015**

- Provided nursing care to residents
- Attended to patient calls
- Maintained relevant patient logs

### COMPUTER SKILLS

- MS Office Applications
- Healthcare Software

### ADDITIONAL CAPABILITIES

- Native Spanish-speaker with fluent written and verbal abilities
- Familiar with healthcare settings' sanitation and hygiene standards

# Music Performance Example

## Shelby A. Student, soprano

3225 West Foster Avenue, Chicago, IL 60625

[musicsaple@northpark.edu](mailto:musicsaple@northpark.edu)

773.244.5775

### Opera Engagements

<i>The Beggar's Opera</i>	Jenny Diver	Britten	North Park Opera Theatre 2010
<i>Così Fan Tutte</i>	Fiordiligi	Mozart	North Park Opera Workshop 2009
<i>The Ballad of Baby Doe</i>	Baby Doe	Moore	North Park Opera Workshop 2009
<i>La Rondine</i>	Bianca	Puccini	North Park Opera Workshop 2008

### Choral Engagements

<i>Ein Deutches Requiem</i>	Brahms	North Park University Choir 2009
<i>Messiah</i>	Handel	Northfield Community Church 2008
<i>Missa Sancti Nicolai</i>	Haydn	North Park University Choir 2008

### Education

Master of Music, Vocal Performance, North Park University, Chicago, IL, December 2010

Bachelor of Music, Viola Performance, Roosevelt University, Chicago, IL December 2005

### Training

#### **Voice**

Karen Bauer, mezzo-soprano, Chicago, IL 2010-current

Annie Picard, soprano, Chicago, IL 2008-2010

Maria Lagios, soprano, Chicago, IL 2007-2008

#### **Coaches and Conductors**

Kit Bridges, piano, Chicago, IL 2009-current

Michael LaTour, stage director, Chicago, IL 2009-current

Terree Shofner-Emrich, piano, Chicago, IL 2008-current

Elena Doria, vocal coach, NY, NY 1999-2000

Harold Bauer, conductor and stage director, Chicago, IL 2008-2009

#### **Viola**

Larry Neuman, Chicago, IL 2002-2006

Burton Kaplan, NY, NY 1999-2002

### Positions Held

Soprano section leader, Episcopal Church of the Atonement, Chicago, IL 2008-current

### Scholarships

Assistant to the Orchestral Director, North Park University

Merit Performance Scholarship (viola), Roosevelt University

# Nonprofit Major Example

(773) 244-5775

3225 W Foster Ave. Chicago IL, 60625

sample@northpark.edu

*A developing non-profit professional who deeply cares about serving elementary and high school students in the city of Chicago., values communication, hard work, and diversity, and strives to set every student up for a life of success*

## EDUCATION

### North Park University

Chicago, IL

*B.S. in Non-Profit Management, Minor in Sociology*

May 2015

*Certified Non-Profit Professional*

- GPA: 3.5/4.0
- Related course work includes: Principles of Leadership and Management, Advanced Non-profit Management, Intercultural Communications, Business Communications

## PROFESSIONAL EXPERIENCE

### Boys and Girls Club of Chicago

Chicago, IL

*Program Aide*

Oct 2012- Present

- Develop and implement arts and educational programming for 40 under-resourced youth per week, ages 6 – 15
- Facilitate 2 leadership and character development programs with 10-15 youth each and provide programmatic support to all center programs
- Coordinate and orient volunteer activities
- Solicited past donors and assisted in the planning of a large fundraising event

### Boys and Girls Club of the Midlands

Omaha, NE

*Younger members program specialist*

May 2012- Aug 2012

- Develop multiple learning programs for children ages 6- 10
- Engage and supervise 5-40 children in crafts and learning activities

## VOLUNTEER ACTIVITIES

### Soul City Students Middle School Ministry

Chicago, IL

*Communicator*

June 2013- present

- Assist with set up and tear down of the large group room
- Lead large group games and facilitate small group discussion with middle school girls

### By The Hand

Chicago, IL

*Volunteer*

Jan 2012- May 2013

- Help with homework time in the 2nd grade team room weekly
- Work with children on reading, math, and writing skills

# Nursing Major Sample

1234 West Foster Avenue, Chicago, IL 60625    773-123-4567    [name@gmail.com](mailto:name@gmail.com)

## OBJECTIVE

Entry-level nursing position with special interest in OB/GYN

## EDUCATION

### North Park University

*Bachelor of Science in Nursing*

- Cumulative GPA 3.7/4.0

Chicago, IL

May 2008

## LICENSURE

- Registered Professional Nurse (pending exam completion, or give completion date & license number)
- American Heart Association BLS/CPR/AED, Expires 5/2009
- Sigma Theta Tau member

## PRACTICUM EXPERIENCE

### Northwestern Memorial's Prentice Women's Hospital

#### Clinical Rotation

- 160 hours role transition internship in Labor and Delivery, working with both high risk and low risk patients
- Assisted with intrapartum and postpartum care
- Read and documented on Fetal Heart rate and contraction patterns
- Administered Pitocin both Intra and postpartum
- Cared for infant after delivery: doing vital signs, giving medication, and feeding
- Taught new moms on breast feeding and how to get infants to latch on
- Created a poster and did a presentation on cord blood collection and donation for the unit's annual competency fair

Chicago, IL

Spring 2009

### Swedish Covenant Hospital

Clinical Rotation: OB/GYN

Clinical Rotation: Med Surg I and II

Chicago, IL

Spring 2008

Fall 2007/2008

### Children's Memorial Hospital

Clinical Rotation: Pediatrics

Chicago, IL

Spring 2008

### Chicago Lakeshore Hospital

Clinical Rotation: Psychiatric

Chicago, IL

Fall 2008

## EMPLOYMENT

### Family Name

Nanny

- Provided care to a newborn in the employer's home.
- Tended to the basic needs of the child including preparing bottles, bathing and changing diapers

Chicago, IL

June 2005- June 2007

## VOLUNTEER EXPERIENCE

Little Brothers Friends of the Elderly

June 2008

## CO-CURRICULAR ACTIVITIES

Student Nurses Association, Delegate

Fall 2006 – May 2008

# Psychology Major Example

## OBJECTIVE

To serve others utilizing the skills I have gained from past experiences and through higher education to serve as the administrative intern at Community Counseling Centers in order to further the center's mission of providing quality services to the Rogers Park neighborhood

## EDUCATION

- North Park University** Chicago, IL  
*BS in Psychology* May 2015
- Dean's list 2012-2015, Psi Chi International Honors Society in Psychology
  - Related coursework: Sociology, Educational Psychology, Stress and Health

## PROFESSIONAL EXPERIENCE

- North Park University Admission Office** Chicago, IL  
*Associate Recruiter* Aug. 2013-Present
- Conduct campus tours while providing information about university to students and families
  - Contact prospective students to answer questions and assist with application process
  - Organize and facilitate preview days, trustee events, and workshops
  - Obtain and memorize important facts about the university and its programs and policies

- North Park University Writing Center** Chicago, IL  
*Student Co-Coordinator, Writing Advisor* Aug. 2013-May 2015
- Facilitate and coordinate meetings for 25 writing advisors and 3 writing center administrators
  - Critique students' writing, suggest ways for improvement, and provide encouragement
  - Communicate with professors about writing prompts, rubrics, and student progress

- North Park University Student Enrichment Services** Chicago, IL  
*COMPASS Mentor* Jan. 2012-May 2014
- Collaborated with 12 peer mentors to create an effective program for college transitioning
  - Attended weekly meetings to evaluate progress of program and well-being of students
  - Mentored 6 incoming freshmen on issues regarding college life and academic success

## LEADERSHIP ACTIVITIES

- North Park University Ministries** Chicago, IL  
*Chicago Trip Leader for Chicago Urban Program* Jan. 2013-Mar. 2013
- Recruited 9 student volunteers and oriented them to the trip itinerary and goals
  - Ensured completion of paperwork and followed university protocol for safety and liability

## VOLUNTEER ACTIVITIES

- The Other Way Ministries** Grand Rapids, MI  
*Work Force Development Intern* May 2014-Aug. 2014
- Created a job search and resume building program serving 23 community residents
  - Worked individually with clients to formulate their resumes and improve interviewing skills
  - Assisted neighbors through food pantry and provided information regarding other services

- By The Hand Club for Kids** Chicago, IL  
*Site Leader, Tutor* Mar. 2013-Dec. 2014
- Recruited student volunteers and provided procedures for volunteering
  - Communicated with coordinators in order to schedule trainings on university campus
  - Mentored and tutored 4<sup>th</sup> and 6<sup>th</sup> grade students and enforced classroom rules

# Spanish Major Example

3225 W. Foster Avenue, Chicago, IL 60625 (773) 244-5575 example@northpark.edu

## OBJECTIVE

To obtain a position in an organization that strives to give at risk students the education they deserve and aid in helping to complete the mission of the organization through use of my background and skills

## EDUCATION

### North Park University

Chicago, IL

*B.A. in Spanish, minor in Business*

May 2013

- Relevant coursework: Conflict Transformation, Management and Leadership, Operations Management, Advanced Spanish grammar

### Center for International Interchanging Studies (C.E.D.E.I.)

Cuenca, Ecuador

*Study Abroad*

Jan.-March 2012

- Relevant coursework: Advanced Grammar and Composition, Andean Literature studies, Advanced Morphology and Syntax

## PROFESSIONAL WORK EXPERIENCE

### North Park University

Chicago, IL

*Returning Resident Assistant*

Aug. 2012-Present

- Provide community-building programming, supervision and mediation to a floor of 37 girls
- Orient and advise 5 first year resident assistants

*Desk Attendant*

Jan. 2010-Present

- Maintained building security staying alert, responsive, and courteous to residents and guests
- Checked student ID cards and managed guest overnight forms as needed

### Consulate of Ecuador to Minnesota

Minneapolis, MN

*International Business and International Relations Intern*

May-Aug. 2012

- Created 4 presentations on rainforest and jungle conservation to government officials
- Advocated for international business and educational legislation related to Ecuadorian immigrants

## VOLUNTEER AND EXTRACURRICULAR ACTIVITIES

### North Park University

Chicago, IL

*Spanish Tutor*

Jan. 2011-Aug. 2012

- Tutor 10 students weekly on the basic structure, vocabulary and grammar of the Spanish language

*Viking Kids Day Volunteer*

Oct 2009 – Oct 2012

- Monitored and mentored at risk students once a year

*Global Partnerships Mission Trip Group Leader*

Aug 2012-Present

- Led the program/group logistics for the Oaxaca, Mexico Missions trip over Spring Break
- Hosted and planned the events, fundraisers, information meetings, and bible studies
- Interviewed 15 applicants and selected a team of 11 students to travel

## SKILLS

**Technical:** Apple and Windows versions of Microsoft Office Suite

**Language:** Proficient in Conversational Spanish



# Sport Management Example

3225 W. Foster Ave., Chicago, IL 60625  
(773) 244-5575 [bizsports@gmail.com](mailto:bizsports@gmail.com)

## OBJECTIVE

To obtain a position in marketing or sales that utilizes my business management coursework and provides an opportunity for professional development and growth while supporting the company's mission and goals.

## EDUCATION

**North Park University** Chicago, IL  
*Bachelor of Science - Business & Economics* May 2013

- ✓ Concentration in Sport Management
- ✓ Cumulative GPA of 3.7 on a 4.0 scale, Dean's List Honors all semesters
- ✓ Delta Mu Delta, National Honor Society - Business Administration
- ✓ Related coursework includes Integrated Marketing Communications, Marketing Management, Marketing Channels and Technology, International Marketing

## PROFESSIONAL EXPERIENCE

**Sports Legacy Institute** Waltham, MA  
*Marketing Intern* May 2012-Aug. 2012

- ✓ Researched grant opportunities and funding for concussion awareness and prevention
- ✓ Utilized Salesforce.com database to manage and update donor contact information
- ✓ Provided logistical assistance at educational seminars and fundraising events

**Chicago Sky, WNBA Basketball Team** Chicago, IL  
*Marketing/Ticketing Sales and Services Intern* Aug. 2011-Dec. 2011

- ✓ Assisted with in-stadium game day marketing events and promotions
- ✓ Supported team's ticket sales and customer service operations and telemarketing team
- ✓ Performed inventory control and management of team's supplies and equipment

**Northwestern University Sports Properties** Evanston, IL  
*Marketing Intern* Sep. 2011-Nov. 2011

- ✓ Assisted with game day marketing activities and events at NU football games
- ✓ Organized and participated in on-field promotional/advertising programs
- ✓ Supported customer service and client relations activities

## VOLUNTEER AND LEADERSHIP ACTIVITIES

**North Park University** Chicago, IL  
*Varsity Basketball Team Member, NCAA Division III* 2010-2013

**North Park University - Business Club** Chicago, IL  
*Active member* 2012-2013

**North Park University-Nonprofit Business Club** Chicago, IL  
*Active member* 2012-2013

# Youth Ministry Major Example

3225 W. Foster Avenue, Chicago, IL 60625 (773) 244-5575 sxample@northpark.edu

## EDUCATION

**North Park University** **Chicago, IL**  
**B.A. in Youth Ministry** **May 2015**  
**Certified Nonprofit Professional** **May 2015**

- Graduate-level course work: Nonprofit Financial Management, Nonprofit Marketing Analysis and Consumer Behavior, Principles of Nonprofit Management.

## EMPLOYMENT AND VOLUNTEER EXPERIENCE

**Inner City Impact** **Chicago, IL**  
**Recruitment Assistant** **Oct 2014 – Present**

- Assisted in the hiring of new staff members, interns, volunteers, and volunteer groups
- Created a 1-year marketing plan that is currently being used for recruitment purposes
- Managed recruitment material and scheduling for 8 staff members for 15 campus visitations around the Midwest

**Inner City Impact** **Chicago, IL**  
**Youth Mentor Volunteer** **Aug 2011 – Present**

- Mentored middle school students in their volunteer activities in the local community to enable each to reach full potential in their community volunteer goals
- Provided after-school tutoring and assist youth club programs including sports, camping, outings, homework, and one-on-one mentoring

**International Society for Stem Cell Research** **Chicago, IL**  
**Intern** **Oct 2013 – May 2014**

- Worked with a team to organize a 30,000 membership database for efficient development
- Assisted in reviewing existing members' data for accuracy and completeness for possible donations/gifts
- Assisted in other projects including marketing, budget management, and program development

**North Park University Global Partnership Trip** **Bangkok, Thailand**  
**Global Partnership Leader** **Jan '06 – May '08**

- Partnered with *The United Nations High Commissioner for Refugees* to teach English to political refugee families from Burma and Thailand
- Led a group of 16 college student and faculty volunteers to help them better understand cultural contexts of poverty – answered questions, provided insight.
- Worked for Global Partnership to help local disenfranchised impoverished women in making *Hope Cards* - an initiative to help them become more self-sufficient
- Trained groups of volunteer college students to help impoverished and marginalized communities become self-sufficient and potentially improve disadvantaged neighborhoods

## ADDITIONAL SKILLS

- Fluent in written and verbal Spanish
- Proficient in Microsoft Word, Excel, PowerPoint, database entry and interpretation
- Experienced musician playing bass guitar with local band and trumpet for marching band
- Experience in Constant Contacts and iMis membership management system

## Action Verb for Resumé Writing

Achieved	Collected	Diagnosed
Acquired	Colored	Diagrammed
Acted	Communicated	Directed
Adapted	Compared	Discovered
Added	Compiled	Displayed
Adjusted	Completed	Distributed
Administered	Composed	Dissected
Advanced	Comprehended	Drafted
Advised	Computed	Drew
Aided	Conceived	Drove
Analyzed	Conceptualized	Earned
Anticipated	Condensed	Edited
Applied	Conducted	Educated
Appraised	Confined	Elected
Approved	Confronted	Enabled
Arranged	Conserved	Encouraged
Articulated	Consoled	Enforced
Assembled	Consolidated	Engaged
Asserted	Constructed	Enlisted
Assessed	Consulted	Ensured
Assisted	Contacted	Entertained
Assured	Controlled	Equipped
Attained	Converted	Established
Attended	Convinced	Estimated
Attracted	Cooperated	Exceeded
Audited	Coordinated	Exhibited
Authored	Corresponded	Expanded
Awarded	Counseled	Expedited
Balanced	Created	Explained
Bargained	Critiqued	Explored
Brought about	Cultivated	Expressed
Budgeted	Dealt	Fabricated
Built	Decided	Facilitated
Calculated	Decreased	Fashioned
Cared for	Defined	Filed
Carried out	Delivered	Finalized
Caught	Demonstrated	Financed
Chaired	Depicted	Fixed
Changed	Derived	Followed
Checked	Designed	Forecast
Clarified	Detailed	Forged
Classified	Detected	Formed
Cleaned	Determined	Formulated
Coached	Developed	Fostered
Collaborated	Devised	Founded

Fulfilled	Located	Prevented
Furthered	Logged	Printed
Gained	Maintained	Processed
Gathered	Managed	Produced
Generated	Manufactured	Programmed
Graduated	Marketed	Promoted
Guarded	Mastered	Proposed
Guided	Maximized	Protected
Halved	Measured	Provided
Handled	Mediated	Publicized
Harnessed	Memorized	Published
Harvested	Mentored	Purchased
Headed	Minimized	Questioned
Helped	Moderated	Raised
Identified	Modernized	Read
Illustrated	Modified	Realized
Imagined	Monitored	Reasoned
Implemented	Motivated	Recognized
Improved	Moved	Recommended
Improvised	Multiplied	Reconciled
Increased	Navigated	Reconciled
Influenced	Negotiated	Recorded
Informed	Nourished	Recruited
Initiated	Nurtured	Redesigned
Innovated	Observed	Reduced
Inspected	Obtained	Referred
Inspired	Offered	Rehabilitated
Installed	Opened	Reinforced
Instituted	Orchestrated	Remedied
Instructed	Organized	Remodeled
Interpreted	Originated	Renewed
Interviewed	Outlined	Renewed
Introduced	Overcame	Reorganized
Invented	Package	Repaired
Inventoried	Painted	Reported
Investigated	Participated	Represented
Judged	Perceived	Researched
Kept	Performed	Resolved
Launched	Persisted	Restored
Lectured	Persuaded	Restructured
Led	Piloted	Retrieved
Launched	Pioneered	Reserved
Lectured	Planned	Reviewed
Led	Played	Revised
Lifted	Positioned	Revitalized
Listened	Presided	Revamped

Safeguarded  
Saved  
Scheduled  
Secured  
Served  
Set up  
Shaped  
Shipped  
Shopped  
Simplified  
Sketched  
Sold  
Solved  
Sorted  
Sparked  
Spoke  
Sponsored  
Stabilized  
Started  
Straightened  
Streamlined  
Strutted  
Studied  
Summarized  
Supervised  
Supplied  
Supported  
Surpassed  
Surveyed  
Synchronized  
Systematized  
Targeted  
Taught  
Tended  
Tracked  
Trained  
Transformed  
Translated  
Traveled

Treated  
Uncovered  
Understood  
Updated  
Utilized  
Visualized  
Volunteered  
Won  
Worked  
Wrote

### **Descriptive Words**

Able  
Active  
Capable  
Competent  
Consistent  
Effective  
Pertinent  
Proficient  
Resourceful  
Technical  
Versatile  
Vigorous

We hope this document helps you develop the right  
resumé for your career.

If you have any questions or need additional help, feel free to contact the  
Career Development and Internships Office (CDIO)

[careers@northpark.edu](mailto:careers@northpark.edu)

773-244-5575