RESUMES

GET STARTED

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

FORMAT

- Start with a blank document. Do not use resume templates included in word processing software or online.
- Limit to one page. Set margins at .75" or 1.0" all around. Set paragraph spacing to single space.
- Use font size 11 pt or12 pt. Use one, easy-to-read font such as Times New Roman, Garamond or Calibri.
- Avoid graphics, color blocks and multiple fonts. Make sure your resume can be easily scanned.
- Include your name, address, phone, and professional email address at the top of the page. Align at left or center.
- Ensure section headings are clearly identifiable, emphasized (bold and/or all caps) and in alignment on the page.

OBJECTIVE OR SUMMARY

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

EDUCATION

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

EXPERIENCE

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

HONORS/ACTIVITIES

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

MAKE IT HAPPEN

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

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Email: career-services@mc.edu
Twitter: @mccareers
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Mississippi College
A CHRISTIAN UNIVERSITY

CAREER SERVICES

ACTION WORDS

COMMUNICATION / CREATIVE

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

DETAIL ORIENTED

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

FINANCIAL

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

LEADERSHIP

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

MANUAL SKILLS

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

ORGANIZATIONAL

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

RESEARCH / INVESTIGATION

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

TEACHING

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

TEAMWORK / SERVICE

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

TECHNICAL

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

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CAREER SERVICES

RESUME EXAMPLE

Jason K. Edwards

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

EDUCATION

Mississippi College — Clinton, MS
Bachelor of Science in Business Administration — **May 2011**

Hinds Community College — Raymond, MS
Associate of Arts in General Studies — **May 2009**

EXPERIENCE

Northwestern Mutual Financial Network — Jackson, MS
Financial Representative Intern — **May 2011-Present**

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

Mississippi College — Clinton, MS
School of Business Student Assistant — **August 2010-May 2011**

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

Telecounselor — **August 2009-May 2010**

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

Newk's Express Café — Clinton, MS
Server — October 2007-July 2009

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

ACTIVITIES/COMMUNITY SERVICE

- Mississippi College Scouts — Spring 2010-2011
- Habitat for Humanity, Volunteer — Spring 2011
- Blair E. Batson Hospital for Children, Volunteer — Fall 2010
- First Baptist Jackson, Bible Study Teacher — Spring 2010
- Baptist Medical Dental Mission International, Volunteer — Summer 2008, Summer 2009
- Proficient in Adobe Illustrator, InDesign, Dreamweaver and Microsoft Office

RESUME EXAMPLE

Nicole Patterson

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

Education
Mississippi College, Clinton, MS
Master of Business Administration, Accounting, Expected: August 2012
- GPA: 3.8

Bachelor of Science in Business Administration, May 2011
- GPA: 3.6

Experience
Horne, LLP, Ridgeland, MS
Assurance Intern, June 2011-Present
- Aid in internal control and financial statement audits of publicly traded and private companies
- Research accounting principles for application to client's needs
- Research, compile, and edit presentations on changes to accounting standards for partners
- Edit proposals to prospective clients
- Compile research of firm's previous assurance contracts for profitability study
- Collect evidence for clients' internal employee benefits audits

Mississippi College, Clinton, MS
Resident Assistant, August 2009-May 2011
- Assisted approximately 40 students with academic, social, and personal matters
- Developed and implemented educational programming for students' interests
- Conducted one-one-one conferences with students to assess their well-being
- Wrote reports, maintained records and assisted residents with housing needs

Babysitter/Child Care Provider, May 2005-August 2009
- Supervised and cared for children in the absence of primary caregiver
- Prepared meals according to guardian's instructions
- Diplomatically handled confrontational situations

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

RESUME EXAMPLE

Chris Blackbeard

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

Education

Mississippi College, Clinton, Mississippi
Bachelor of Science in Kinesiology, Pre-Physical Therapy — Expected: May 2012

- GPA: 3.56/4.00

Experience

Mississippi Baptist Healthplex, Clinton, Mississippi
Intern — August 2011-Present

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

Genesis Physical Therapy, Clinton, Mississippi
Physical Therapy Intern — May 2011-August 2011

- Assisted patients performing exercise routines
- Transported patients to and from therapy
- Set up and cleaned treatment area

Sears, Jackson, Mississippi
Sales Associate — July 2010-January 2011

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

Mississippi College Community Service Center, Clinton, Mississippi
Tutor — August 2009-May 2010

- Tutored and assisted children individually and in small groups to help them master learning concepts
- Assisted director with maintaining and updating computerized student accounts
- Oversaw tasks of tutors and work of students during director's absence

Honors and Associations

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

RESUME EXAMPLE

Katherine Cole

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

SUMMARY

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

EDUCATION

Mississippi College Clinton, MS 2011
Master of Education

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

EXPERIENCE

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

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

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

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

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

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

ACTIVITIES AND AFFILIATIONS

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

COVER LETTERS

GET STARTED

- Create a well-written, tailored cover letter targeted to a specific job, field or organization.
- Entice the prospective employer to review your resume by highlighting major points relevant to the position you are seeking. Do not rehash your resume.
- Set a professional, yet engaging tone. Get to the point soon after the salutation. Be brief, pertinent, and accurate.
- Illustrate the qualifications and skills that make you unique and a good fit for the position. Avoid generic language.
- Focus on how you can contribute to the employer, not how they can help you.
- Hone your sentences so each word counts and keeps the prospective employer's attention.

CONTENT

- Greeting. Address your cover letter to a real person. If you do not know the name of the person to address, use their title. Do not use "To Whom It May Concern". A little research goes a long way toward a positive first impression.
- First paragraph. Refer to the position and how you learned about the opening. If you were referred to the position by a mutual acquaintance, this is the place to use it. Include the formal title and location.
- Middle paragraph(s). Draw a connection between your qualifications, experiences and the employer's requirements for the position. Researching the organization and analyzing the job description will help you tailor this section. Use examples of how you have demonstrated skills they need.
- Closing paragraph. Establish your next step. Take a proactive approach and ask when an interview can be arranged. State you will contact them within a specific time frame. Thank them for their time and consideration.

FORMAT

- Keep your cover letter to one page.
- Use the same header from your resume. Use the same font style and size as your resume.
- Customize your letter to include the company name, job title, and industry.
- Use clear, concise phrases and avoid vague descriptions.
- Vary the sentence structure. Do not begin every sentence with "I".
- Maintain correct verb tense and a consistent voice.
- Do not include personal information such as age, marital status, health status, etc.
- Do not state salary requirements unless requested in the job announcement.

MAKE IT HAPPEN

- Double check for grammar and spelling errors. Review for consistency.
- Make sure there are no misrepresentations and you have authored an authentic cover letter.
- Schedule an appointment with a Career Services professional for review or additional assistance.
- When sending a printed copy, print on quality resume paper and sign your name in blue or black ink.
- When sending electronically, do not attach your cover letter to an email; use your cover letter as the body of the email.

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CAREER SERVICES

COVER LETTER EXAMPLE

Robert Smith
15 Brick Street • Clinton, MS 39056 • 601-555-5555 • rsmith@mc.edu

January 15, 2011

Mr. Dan Jones
Human Resources Director
Trustmark National Bank
111 Capitol Street
Jackson, Mississippi 39201

Dear Mr. Jones:

I am writing to express my interest in the Management Development Associate position posted on Mississippi College's online job board. I am confident that my education and leadership experience provide me with the necessary skills to meet or exceed your expectations in this role.

As my enclosed resume indicates, I will receive a bachelor's degree in business administration from Mississippi College in May. I have gained practical leadership and client service skills through leadership positions with campus organizations. As Vice President of the Student Government Association, I was responsible for planning student events, facilitating meetings, and managing a budget. I also served as President of Mortar Board, an interdisciplinary honor society for the top 50 seniors at Mississippi College. These leadership roles required effective planning and communication to reach our goals. I learned how to accomplish tasks within a team and create positive results for the organization.

The combination of my practical experience and educational background has prepared me to make an immediate contribution to Trustmark. I have enclosed my resume for your review and thank you in advance for your consideration.

Sincerely,

Robert Smith

Robert Smith

Enclosure