

Resume & References Guide



CAREER DEVELOPMENT

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RESUME PURPOSE

- The purpose of a resume is to provide a potential employer with a snapshot of your related qualifications in relation to the position for which you are applying.
- You will have many versions of your resume, each tailored to opportunities of interest.
- A resume should include only those qualifications which are relevant to your desired position.
- A resume is created to get an employer interested in you enough as a candidate to invite you for further conversation during an interview.

FORMATTING YOUR RESUME

- The general rule for resume length is one page for every ten years of professional work experience.
 - Most students will have a resume which is one page, single-spaced.
- Use a black, 10-12 point font in an easy to read, non-decorative typeface.
- Set your page margins to be between 0.5 and 1 inch.
- Use bullets or dashes to break up large blocks of text.
- Evenly space the content on the page and ensure there are no large white spaces.
- Be consistent with formatting choices throughout the page.
- If printing, print on a quality resume paper, size 8 ½” x 11.”
- If submitting electronically, save the document as a .pdf file with a professional and descriptive file name.

If you are applying for a position in a creative field, you might infuse colors and graphics to demonstrate your design abilities. Should you choose to do so, include this branding across all of your application materials.

Required Content	Optional Content – Include if Relevant
<ul style="list-style-type: none"> • Name • Contact information • Education <ul style="list-style-type: none"> -Institution -Degree -City and state -Major(s) -Expected graduation date • Experience <ul style="list-style-type: none"> -Organization name -Position title -City and state -Description (bullet points) -Dates 	<ul style="list-style-type: none"> • Objective • Summary of qualifications • Minor(s) • Awards Honors Distinctions • Grade point average (above 3.0 is recommended) • Coursework highlights • Education abroad • Campus activities • Athletics • Community service • Research and presentations • Language proficiency • Technology-specific skills • Certifications

RESUME TIPS

- Remove personal pronouns (I, my) as well as full sentences.
- Write about your experiences in a way that demonstrates skills transferable to your desired position.
- Incorporate words from the position description and utilize vocabulary specific to your career field.
- Quantify your achievements whenever possible.
 - Example: “*supervise others*” can be more specific and be changed to “*supervised six sales associates.*”
- Format your page to have your most impressive categories of information listed on the top half of the page.
- List experiences in each category in reverse date order (most to least recent).
- Avoid using pre-built templates; instead create your own so it is easier to edit.
- Ensure the document is error-free

CHRONOLOGICAL FORMAT

The chronological format is most widely used when writing resumes. In this resume style, your information is organized in **reverse** chronological order (most recent experience in each category is listed first).

It is most appropriate to use when:

- you are staying in the same field as your last position.
- your experience has all been in the same industry.
- your job history shows logical growth.

SAMPLE CHRONOLOGICAL RESUME OUTLINE

YOUR NAME

phone number | mailing address | email address

EDUCATION:

Degree in Major

Expected May 20xx

School Name | City, State

- Major: xxx

****Note: High school information does not need to be included.*

EXPERIENCE:

Job Title

Organization Name | City, State

Start Date – End Date (or Present)

- Include part and full time employment, internships, volunteer work and/or significant co-curricular positions.
- Start each bullet point with an action verb. Use a diversity of verb choices.
- Use present tense verbs for jobs in which you are still employed and past tense for jobs which have ended.
- Indicate your tasks, the strengths you used to accomplish them, and the results of your actions.
- Include at least two-bullet points per experience, the first bullet capturing the main focus of the position.

CAMPUS ACTIVITIES: *(This heading name will change based on your content)*

Title

Organization Name

Start Date – End Date (or Present)

- Discuss your role within the organization, any accomplishments you had, and any significant learning/skill development you experienced.
- As with your experience, focus on the strengths you developed which will benefit your next position.

HONORS: *(Example of an optional category – not all students will have this)*

Award Name: Description of honor/award

Date Received

Award Name: Description of honor/award

Date Received

SKILLS: *(Example of an optional category – not all students will have this)*

Technology: Knowledge of specific hardware and software programs needed for the desired position

Language: Basic Knowledge of...Conversant...Proficient...Fluent...Bilingual

SAMANTHA STORMY

701 North C Street Unit ##### Indianola, Iowa 50125 | (555) 555-5555 | samantha.stormy@my.simpson.edu

EDUCATION	Bachelor of Arts in Psychology <i>Simpson College, Indianola, Iowa</i> <ul style="list-style-type: none">• GPA: 3.45/4.0• Minor in Sociology• Inducted into Omicron Delta Kappa (ODK) National Honor Society based on academic achievement and campus leadership	Expected May 20xx
EDUCATION ABROAD	May Term Course: Health & Education as a Human Right Costa Rica <ul style="list-style-type: none">• Studied the impact of history, the economy, and cultural influences on general healthcare and education• Lived with a host-family and practiced conversational Spanish• Expanded personal world view and bolstered cross cultural communication skills	May 20xx
RELATED EXPERIENCE	Prevention and Education Intern <i>Iowa Coalition Against Sexual Assault (CASA), Des Moines, Iowa</i> <ul style="list-style-type: none">• Coordinate sexual assault response training sessions for community groups, human services providers, and law enforcement offices by request• Create and edit educational pamphlets and training materials using Microsoft Publisher and Word• Update website content using WordPress to reflect current and accurate statistics	August 20xx – Present
	Campus Advocate <i>Sexual Assault Response Advocates (SARA), Simpson College, Indianola, Iowa</i> <ul style="list-style-type: none">• Serve as an on-call advocate for a confidential sexual assault response hotline• Represent SARA at campus events and deliver classroom presentations to educate the campus community about sexual assault and dating violence issues• Completed extensive sexual assault training to learn how to properly respond to reports of sexual assault	January 20xx – Present
	Volunteer <i>Iowa Coalition Against Domestic Violence, Des Moines, Iowa</i> <ul style="list-style-type: none">• Assisted with setup, check-in, and cleanup at the 20xx Victim Justice Conference• Attended three workshops on relationship violence and victim support	June 20xx - May 20xx
ADDITIONAL EXPERIENCE	Student Assistant <i>Office of Student Development, Simpson College, Indianola, Iowa</i> <ul style="list-style-type: none">• Welcome office visitors in a courteous and professional manner• Refer students to appropriate staff and resources• Assist with the timely completion of administrative projects	August 20xx – Present
	Cashier <i>Hy-Vee, Somewhere, Iowa</i> <ul style="list-style-type: none">• Developed strong customer service skills while interacting with store patrons• Completed sales transactions efficiently and accurately	March 20xx – July 20xx
CAMPUS ACTIVITIES	<i>Captain</i> Simpson College Women’s Basketball Team <i>Wesley Service Scholar</i> Service in exchange for scholarship	August 20xx – Present August 20xx – Present

Sarah Storm

701 North C Street Unit ##### Indianola, Iowa 50125
(555) 555-5555 | samantha.stormy@my.simpson.edu

EDUCATION

Bachelor of Arts in Management, Expected May 20xx

Simpson College, Indianola, Iowa

- Minor: Public Relations
- Course Highlights: Management Concepts, Marketing, Business Law, Organization and Behavior, and Ethics I & II

WORK EXPERIENCE

Sales Associate, August 20xx-Present

XYZ Electronics, Somewhere, Iowa

- Meet individual sales quotas regularly; exceeded quota 150% during 20xx-20xx fiscal year
- Collaborate with four other sales team members to design and build creative displays as well as promote featured products to customers
- Demonstrate professional communication skills to ensure customer loyalty
- Awarded "Sales Associate of the Year" by store management for exceptional service and leadership in 20xx-20xx

Assistant Manager, June 20xx-July 20xx

Subway, Somewhere, Iowa

- Promoted to Assistant Manager after six months of excellent service and leadership
- Supervised two part-time staff members and oversaw operation of the restaurant
- Prepared customers' orders in an efficient manor with high attention to detail

CAMPUS LEADERSHIP

Member, October 20xx-Present

ABC Student Organization

- Plan such monthly social events for the campus as concerts and comedians
- Created a new networking event that brought ABC members together with members of similar student groups from four nearby colleges

Recruitment Chair, October 20xx-Present

Alpha Alpha Alpha Sorority

- Oversee the coordination and promotion of all sorority recruitment events; recruited 16 new members (three members above the goal) in 20xx
- Raise funds for the sorority's philanthropy which conducts research on heart disease
- Attended a national leadership development conference to improve interpersonal, communication, and conflict management skills

SKILLS

Language: Fluent in Spanish

Technical: Advanced knowledge of Microsoft Excel

ANDREW ACORN

701 N.C. St. #1234 Indianola, IA 50125 | (515) 123-4567 | andrew.acorn@my.simpson.edu

EDUCATION:

Bachelor of Arts Degree in Mathematics | Expected May 20xx

Simpson College, Indianola, IA

- GPA: 4.0/4.0
- Minors: Computer Science and Psychology

AWARDS & HONORS:

Member of Psi Chi Psychology Honor Society | February 20xx

- Selected based on grade point average (3.0+) and class rank (top 35%)

Recipient of Doft Science Honor Award | April 20xx

- Awarded to students who have demonstrated outstanding achievement in the natural sciences

Meritorious Award Winner | February 20xx

Interdisciplinary Contest in Modeling, International Competition

- Competed as part of three-person, interdisciplinary team, during a 96-hour timeframe
- Selected an open-ended problem involving countries' sustainability; collaborated with teammates to research the problem, develop a model, apply the model, and submit a final paper
- Received Meritorious Award, given to top 15% of participants
- Presented information on the competition to an audience of students and faculty at Morningside College in Sioux City, Iowa

Member of Alpha Lambda Delta Honor Society | April 2xx

- Selected as a first-year student based on grade point average (3.5+) and class rank (top 20%)

Cowles Fellowship | August 20xx

- Awarded to candidates possessing extraordinary academic ability and potential as evidenced by high school performance, including standardized test scores

WORK EXPERIENCE:

Field Safety Technician | Summer 20xx

Dupont Pioneer, Somewhere, IA

- Performed field audits for detasseling and roguing crews to determine if safety procedures were followed
- Interviewed teens and adults to ensure awareness of safety procedures
- Communicated with crew leaders to improve deficiencies and overall performance

Public Library Youth Internship | Summer 20xx

Somewhere Public Library, Somewhere, IA

- Facilitated the annual Summer Reading Program, which promoted literacy, as well as other activities
- Assisted patrons, primarily ages 0-18, in locating, finding, and checking out materials

CAMPUS ACTIVITIES & COMMUNITY SERVICE:

President | Fandom Club, Simpson College | August 20xx-Present

- Lead a campus organization of approximately 20 members where participants discuss passions
- Create community with peers who converse about shared interests and learn about new topics
- Delegate tasks to fellow members, share leadership of meetings, and complete administrative duties

Mentor | Edmund's Elementary School, Des Moines, IA | Spring 20xx

- Mentored a third grade student whose family immigrated to the United States from Sudan
- Encouraged student to view college as a possibility while personally learning about another culture

Volunteer | Second Chance Dog Rescue, Prole, IA | Fall 20xx

- Socialized and trained dogs in order to help them find homes
- Visited weekly and assisted in tasks, such as bathing and cleaning

Accounting Student

701 North C Street Unit ##### Indianola, Iowa 50125 | (###) ###-#### | first.last@my.simpson.edu | LinkedIn (insert)

Education

Bachelor of Arts in Accounting | Expected May 20xx

Simpson College, Indianola, Iowa

- G.P.A.: 3.2/4.0
- Minor: Data Analytics
- 150 credits hours towards C.P.A.

Course Highlights

- Advanced Accounting
- Business Law and Ethics
- Individual Taxation
- Auditing

Related Experience

Accounting Intern | Summer 20xx

Principal Financial Group, Des Moines, Iowa

- Enhanced and applied accounting skills in the Retirement and Income Solutions Department
- Prepared internal and external financial reports and tax returns
- Participated in the financial statement close process

Auditing Intern | January 20xx-May 20xx

HyVee, Urbandale, Iowa

- Operated alongside upper-level accounting and auditing staff
- Executed auditing procedures and test of transactions
- Oversaw auditing procedure in cash disbursements, cash receipts, payroll, benefit plan, and 401(k)

Additional Experience

Team Member | Summer 20xx

Chick-fil-A, West Des Moines, Iowa

- Went above and beyond to ensure excellent customer service for an average of 400 customers per shift
- Provided customer satisfaction by bagging and delivering food with order accuracy
- Ensured cleanliness and legality through strict adhering to Food Safety procedures

Cashier | Summer 20xx

HyVee, Des Moines, Iowa

- Gained customer service skills and assisted customers in a professional, courteous manner
- Exhibited punctuality and was awarded perfect attendance for the duration of my position
- Utilized math background and processed accurate and efficient register transactions

Community Service

Food Packing Volunteer | September 20xx-August 20xx

Meals for the Heartland, Des Moines, Iowa

- Packaged an average of 540 meals per two-hour shift
- Contributed 150 hours of my time in order to help feed starving children in Iowa

Extracurricular Involvement

- Student Member, Iowa Society of CPAs
- Student-Athlete, Simpson College Basketball
- Member, Simpson College Entrepreneur Organization

Simpson Student

555-555-5555 | simpson.student@my.simpson.edu

EDUCATION

Bachelor of Arts, Expected May 20xx
Simpson College, Indianola, IA

Major: Criminal Justice
Minor: Sociology

COURSE HIGHLIGHTS

Juvenile Delinquency
Inequality and Injustice
Power and Diversity
Criminology

Correctional Practice
Crime and Technology
Criminal Justice Systems
White-Collar Crime

RELATED EXPERIENCE

Summer Enrichment Supervisor
Boys Town, Omaha, NE

Summer 20xx

- Taught troubled youth about outdoor activities and wildlife education
- Documented behavioral issues, interactions with youth, and activities conducted
- Reinforced positive behavior through charting system
- Served as a positive role model for small groups of 30 students rotating weekly

JOB SHADOW EXPERIENCE

Warren County Sheriff's Office
Indianola, IA

Fall 20xx

- Rode along with two different police officers for a total of 40 hours
- Observed procedures during daily shifts, including traffic stops and individual searches
- Discussed criminal justice field with professionals

ADDITIONAL EXPERIENCE

Information Desk Assistant
Simpson College, Indianola, IA

August 20xx – May 20xx

- Set up and tore down events on campus
- Assisted the general public with directions and event information
- Answered phone calls and referred to appropriate staff as needed

Foreman
Royalty Roofing, Omaha, NE

Summers 20xx and 20xx

- Supervised six roofing crews and worked alongside teams as needed
- Distributed materials to six worksites
- Met with potential customers to discuss bids and work progress

LEADERSHIP

Student-Athlete, Men's Soccer Team, 3 years
Member, Sigma Alpha Epsilon, 3 years

Samantha Storm

samantha.storm@my.simpson.edu | insert [LinkedIn address](#) | (123) 456-7890
insert portfolio link | insert personal website link | insert blog link

EDUCATION

Bachelor of Arts

Expected May 20xx

Simpson College, Indianola, Iowa

- Majors: Graphic Design, Marketing Communication
- G.P.A. 3.9/4.0
- Course Highlights: Digital Marketing Strategies, Introduction to Business Analytics, Web Development, Principles of Public Relations, Media & Public Relations Writing

RELATED EXPERIENCE

Photographer

August 20xx - Present

Living my Lens Life, Indianola, Iowa

- Brand and expand a photography business successfully started at the age of 18
- Communicate with clients to schedule sessions and discuss events
- Complete 20 sessions on average per year
- Edit approximately 100 photos per session using Adobe software

Web Designer Internship

May 20xx – August 20xx

Same Place, Des Moines, Iowa

- Created webpage layouts for businesses that incorporated the company color scheme
- Maintained web page functionality by removing dead links and outdated material
- Evaluated designs by communicating with the client to ensure client satisfaction
- Integrated appealing buttons and controls to increase webpage activity for clients

Graphic Design Internship

December 20xx – May 20xx

West Des Moines Chamber of Commerce, West Des Moines, Iowa

- Designed event advertisement material for businesses in the West Des Moines area
- Translated the company's needs into branding and design strategies
- Collaborate with marketing and branding professionals to enhance company media
- Effectively use graphic design software to revitalize outdated advertising media

TECHNICAL SKILLS

Adobe Photoshop
Adobe InDesign
Adobe Illustrator
Premiere Pro
Microsoft Office
Lightroom
JavaScript

CERTIFICATIONS

Adobe Certified Expert (ACE)
Adobe Certified Associate (ACA)
Adobe Lightroom Diploma

SKILLS

Detail Oriented
Multitasking
Meeting Deadlines
Collaboration
Communication
Creativity
Problem-Solving

ANDREW ACORN

(123) 456-7890 | andrew.acorn@my.simpson.edu | [linkedin.com/in/andrew-acorn/](https://www.linkedin.com/in/andrew-acorn/)

EDUCATION

Bachelor of Arts in Biology, Expected May 20xx

Simpson College, Indianola, Iowa

- Minor in Psychology
- G.P.A. 3.8/4.0
- Course Highlights: Principles of Biology, General Chemistry, Microbiology, Organic Chemistry, Human Physiology, Human Anatomy, Statistics,

LAB EXPERIENCE

General Chemistry

August 20xx – December 20xx

Simpson College, Indianola, Iowa

- Lab techniques: titration, UV methods, mass spectrometry, calorimetry, data analysis

Principles of Biology

January 20xx – April 20xx

Simpson College, Indianola, Iowa

- Lab techniques: DNA extraction methods, species identification, filtration, dissection

EXPERIENCE

Medical Scribe

August 20xx – Present

Scribe America, Indianola, Iowa

- Properly and thoroughly document all patient encounters
- Collaborate with medical staff to continually learn best practices
- Enhance understanding of medical terminology through daily utilization

Pharmacy Technician

January 20xx – August 20xx

HyVee Pharmacy, Indianola, Iowa

- Greeted customers in a courteous and professional manner
- Efficiently executed tasks in a fast paced environment
- Worked alongside pharmacists to ensure patients receive the help they need

RESEARCH

Summer Research

May 20xx – August 20xx

Simpson College, Indianola, Iowa

- Collected and analyzed data related to the topic of study
- Evaluated and interpreted results to determine significance of the study
- Created a presentation summarizing key findings during research

CAMPUS ACTIVITIES AND COMMUNITY INVOLVEMENT

Vice President

Pre-Health Society

Member

Active Minds

Volunteer

Meals for the Heartland

Member

Chemistry Club

Member

Sigma Alpha Epsilon

Volunteer

Ronald McDonald House

Future Teacher

701 N C Street Unit ##### Indianola, Iowa 50125 | (###) ###-#### | first.last@my.simpson.edu

Education

Bachelor of Arts in Elementary Education and Liberal Arts

Expected May 20xx

Simpson College, Indianola, Iowa

- G.P.A.: 3.8/4.0
- License: Grades K-5
- Endorsements: Reading, Art, and Special Education

Classroom Experience

Practicum: Second Grade Reading

January 20xx-Present

Des Moines Christian School, Urbandale, Iowa

- Learn teaching and classroom-management techniques
- Lead five students in guided reading groups daily
- Interact with students and monitor their reading progress

Observation: Third Grade Art

October 20xx-December 20xx

Irving Elementary, Indianola, Iowa

- Observed third-grade art class for 40 hours
- Aided teacher in ensuring that students stay on task and complete art projects
- Developed leadership skills by helping students clean up art materials, workspace, and themselves

Related Work Experience

Support Staff Member

Summer 20xx

Small Miracle Childcare, Omaha, Nebraska

- Assisted in childcare for age groups of 6 weeks to 6 years old
- Helped children learn basic skills and concepts, such as communication, manners, and sharing
- Maintained a safe workplace by monitoring children for health, behavioral, and emotional issues

Swim Lesson Instructor

Summer 20xx

Goldfish Swim School, Des Moines, IA

- Provided highly-regarded swim lessons for children ages 2 to 8 years old
- Enforced safety rules to prevent accidents and was prepared to rescue in case of emergency
- Evaluated students' progress and completed pass/fail paperwork timely

Campus Involvement

- President, Education Club
- Student Coach, Simpson College Softball
- Member, Honors Program
- Member, Fellowship of Christian Athletes
- Member, Wesley Service Scholars

Awards and Honors

- Simpson College Dean's List: 3 semesters
- Simpson College President's List: 2 semesters
- NCAA American Rivers Conference All-Academic Softball: 2019, 2020
- Simpson College Elementary Education Outstanding Junior: 2021

FUNCTIONAL FORMAT

In the functional resume, your experience is categorized by skillsets. This enables you to focus on your related strengths and qualities.

It is most appropriate to use when:

- you are changing career fields or applying for a position in a different industry.
- you have performed limited or many functions.
- you want to emphasize your skills and knowledge for the position for which you are applying.
- you wish to de-emphasize the places you've gained experience or large gaps in your employment history.

SAMPLE FUNCTIONAL RESUME

ANDREW ACRON

701 North C Street Unit 1234 | Indianola, Iowa 50125 | (123) 456-7890 | andrewacorn@gmail.com

SKILLS & ABILITIES

Leadership/Management

- Built strong leadership skills as President for the Class of 20xx, Treasurer of the Campus Activities Board, and Events Planning/Recruitment Chair for the Kappa Theta Psi Fraternity
- Managed a team of over fifty employees for nearly four years during tenure as Assistant General Manager for Courtesy Corporation McDonald's; balanced having high expectations while offering a positive work environment

Building/Maintaining Relationships

- Formed lifelong relationships with legislators on both sides of the aisle, lobbyists, and Capitol staff while working as an administrative assistant in the Iowa House of Representatives
- Maintained strong bonds with Simpson College staff and faculty while representing the student body on several Simpson College campus-wide committees

Public Speaking/Professionalism

- Improved an already strong speaking ability by interacting with state officials, lobbyists, and co-workers every day at the Iowa Capitol
- Attended the Harvard Institute of Politics' National Campaign for Political and Civic Engagement Conference as one of four Simpson student representatives to engage in conversation about national young voter turnout and registration (September 20xx)

Organization/Finances

- Managed a \$400,000 budget for over two years as chair of the Student Government Finance Committee
- Experienced in annual budget creation, profit projections, payroll, training programs, human resources issues, and scheduling from serving as an Assistant General Manager
- Planned and organized countless events and fundraisers for student organizations. One example: Managed people and resources in order to put on Simpson College's Annual Stand Around, a kickoff event for the College's 1,400 students

EXPERIENCE

Legislative Administrative Assistant: Iowa House of Representatives | Des Moines, IA | Jan 20xx – Apr 20xx

Assistant General Manager: Courtesy Corporation McDonald's | Somewhere, IA | Feb 20xx – Dec 20xx

Assistant Financial Chair: Chuck Grassley 2016 Senate Campaign | Des Moines, IA | Sept – Nov 20xx

EDUCATION

Bachelor of Arts, Political Science and International Relations, Minor in Religion / Expected Apr 20xx
Simpson College | Indianola, IA GPA: 3.93/4.0

ACTION VERBS

MANAGEMENT	RESEARCH	TEACHING	ACCOMPLISHMENTS
Administered	Clarified	Adapted	Achieved
Analyzed	Collected	Advised	Expanded
Assigned	Critiqued	Clarified	Improved
Attained	Diagnosed	Coached	Pioneered
Chaired	Evaluated	Communicated	Reduced (Losses)
Consolidated	Examined	Conducted	Resolved
Contracted	Extracted	Coordinated	
Coordinated	Identified	Demystified	CREATIVE
Delegated	Inspected	Developed	Acted
Developed	Interpreted	Educated	Conceptualized
Directed	Interviewed	Enabled	Created
Evaluated	Investigated	Encouraged	Customized
Executed	Organized	Evaluated	Designed
Improved	Reviewed	Explained	Developed
Increased	Summarized	Facilitated	Directed
Organized	Surveyed	Guided	Established
Oversaw	Systematized	Informed	Fashioned
Planned		Instructed	Founded
Prioritized	TECHNICAL	Led	Illustrated
Produced	Assembled	Persuaded	Initiated
Recommended	Built	Set Goals	Instituted
Reviewed	Calculated	Stimulated	Integrated
Scheduled	Computed	Trained	Introduced
Strengthened	Designed		Invented
Supervised	Devised	CLERICAL OR DETAIL	Originated
	Engineered	Approved	Performed
COMMUNICATION	Fabricated	Arranged	Planned
Addressed	Maintained	Catalogued	Restored
Arbitrated	Operated	Classified	Revitalized
Arranged	Overhauled	Collected	Shaped
Authored	Programmed	Compiled	Transformed
Collaborated	Remodeled	Dispatched	
Convinced	Repaired	Executed	FINANCIAL
Corresponded	Solved	Generated	Administered
Developed	Upgraded	Implemented	Allocated
Directed		Inspected	Analyzed
Drafted	HELPING	Monitored	Appraised
Edited	Assessed	Organized	Audited
Enlisted	Assisted	Prepared	Balanced
Formulated	Clarified	Processed	Budgeted
Influenced	Coached	Purchased	Calculated
Interpreted	Counseled	Recorded	Computed
Lectured	Demonstrated	Retrieved	Developed
Mediated	Diagnosed	Screened	Forecasted
Moderated	Educated	Specified	Managed
Negotiated	Expedited	Systematized	Marketed
Persuaded	Facilitated	Tabulated	Planned
Promoted	Familiarized	Validated	Projected
Publicized	Guided		Researched
Reconciled	Motivated		
Recruited	Referred		
Spoke	Rehabilitated		
Translated	Represented		
Wrote			

Source: **Damn Good
Resume Guide**

REFERENCE PAGE

- The purpose of a reference page is to present a list of people who can verify and elaborate on your professional experience for a potential employer.
- Past employers, professors, advisors, and coaches are the best professional references.

Things to Remember:

- Select individuals who can provide a positive and accurate description of you to the employer.
- List the person you would most like an employer to contact first on your page.
- Contact your references to ask permission before including them on your document.
- Give your references a copy of your resume and talk to them about the job you are seeking.

What to Include:

- Your name and contact information
 - Use the same header as your resume in the same font and style.
- For Each Reference:
 - Name
 - Title/Position
 - Company
 - Address
 - Telephone number
 - E-mail

SAMPLE REFERENCE PAGE

SAMANTHA STORMY

701 North C Street Unit ##### Indianola, Iowa 50125 | (555) 555-5555 | samantha.stormy@my.simpson.edu

References:

Name

Title

Organization

Mailing Address

Phone

Email

Name

Title

Organization

Mailing Address

Phone

Email

Name

Title

Organization

Mailing Address

Phone

Email