

CATAWBA COLLEGE

**CAREER
SERVICES**



Resume Guide

Resume Writing Guide

This guide is designed to help you with constructing a well written resume. While there is no one “perfect” format, it is important for you to consider using the following guidelines to create a general format for your resume that you can adjust depending on the job you are applying for.

Purpose

A resume summarizes your education, experiences, and qualifications as they relate to your career goal(s). The primary purpose of a resume is to market yourself to a potential employer in hope of securing an interview. The resume and the cover letter provide the prospective employer with a first impression of you. It is not necessary to include every single experience in your background. Your resume should call attention to your experiences, skills and accomplishments that are most relevant to the position.

Format and Style

The most common resume format is reverse chronological in which education and experience (both paid and unpaid) are listed in reverse chronological order, starting with the most recent and working backwards.

- Consider using a traditional font and resist the urge to get too fancy or creative.
- Use a minimum font size of 10 -point, and a maximum of 12 -point; font size should be consistent throughout your resume.
- Be selective when using bold, italics, underlining, and capitalization to emphasize words and headings; overuse will detract from its effectiveness
- Use white space and consistent formatting to create a document that flows smoothly and is aesthetically pleasing

Content

- Keep the job or internship description in mind when writing your resume
- Give more space and emphasis to the aspects of your experience that are most pertinent to the position **Name, Address, Telephone, and Email (required)**
 - ☒ Use your full name and set it apart from the body of the resume
 - ☒ List the city and state of your location and one telephone number where you can be reached at all times
 - ☒ Include an email address that you check regularly

Constructing an Achievement Statement (Bullet Point)

The Purpose of the Statements

Perhaps the most critical components of a résumé are your bullet point statements. These statements describe your skills and accomplishments and provide the potential employer with a glimpse of what you would be like as a member of their team. Carefully craft these statements to present the most relevant skills to the position you seek.

Show How You Performed

1. Describe how you completed the tasks and skills you developed. Don't begin a bullet point statement with "Responsible for" or "Duties performed"; these do not convey what you actually did to accomplish these tasks.
2. Think of your bullet point statements similar to newspaper headlines. A well written headline encourages you to read the entire article. You want to use words or terms that "hype" your statement and give it the "pop" or excitement that is needed to capture attention, while at the same time always being truthful.
3. Quantify your end result. If possible, use % or \$ amounts, increased scores, and other context numbers.

The Format

Since these statements need to be brief, construct them using one of the following formulas.

- **strong action verb + description of the activity or skill + end result or accomplishment**
- **strong action verb + description of the activity or skill + reason or purpose**

Make Statements Clear and Concise

1. As with your entire résumé, grammar is extremely important.
2. Eliminate personal pronouns and conjunctions.
3. Re-word statements to get point across with as few words as possible.
4. Ask yourself "So what?" or "What does this mean?" If you can answer these questions with the information shared in the statement, you are finished. If those questions cannot be answered, you need to refine your statement.

The following table demonstrates original & revised bullet point statements:

BEFORE	AFTER
Responsible for campers	Coordinated activities and fieldtrips for 30 children ages 6 – 12 to improve camp morale
Operated cash register	Provided prompt and friendly service to patrons averaging \$1000 in daily sales
Met sales goals	Achieved highest annual sales in department, totaling \$25,000 gross compared to \$19,000 average
Responsible for programming	Organized 4 monthly educational and social programs for 40 residential students with a 50% participation rate
Got students to join organization	Persuaded students, through in-class presentations, to join campus organization, resulting in 7 new members

SAMPLE BULLET STATEMENTS

These are examples and not necessarily complete bullet statements. Most examples need more information. Be sure to use your own experience to help personalize these bullet statements. Please don't copy these statements verbatim.

Managed/Supervised

- Effectively managed a staff of 10, coordinated schedules and enforced company policies by negotiating conflicts in a fair but firm manner
- Performed project management functions to ensure deadlines were met
- Administered opening and closing procedures

Childcare Supervision

- Supervised 2 preschool aged children
- Monitored children's daily activities
- Created and implemented engaging activities for 18 kindergarten students

Resident Assistant

- Supervised 250 students in a co-ed residence hall
- Assessed student concerns and referred when appropriate
- Provided educational and social programming for residents
- Maintained a safe and friendly living environment for a 100-student apartment complex

Cashier

- Maintained an accurate cash drawer of \$1500 per shift
- Packaged consumer purchases in an organized fashion
- Assisted in controlling shrinkage by monitoring staff and customers

Clerical/Administrative

- Assisted in coordinating the daily activities of six doctors, lawyers, accountants, and administrators
- Received messages and routed to appropriate personnel
- Accurately and efficiently filed all paperwork
- Utilized legal terminology to communicate between lawyers in an 8 person law firm

Customer Service/Leadership

- Assessed the needs of over 2,000 guest per day in a 150-seat student dining property
- Demonstrated leadership skills while executing bi-weekly menu production and promoting positive guest relations
- Greeted customers and determined their specific needs by following up and generating repeat business
- Consistently greeted each customer/patron
- Provided guests with information on local attractions, events, and area restaurants
- Addressed guest concerns by demonstrating appropriate attention to special requirements/needs for children, elderly, and physically challenged
- Worked as a member of a 5-person team to organize clean ups of city properties
- Cooked and served 500-700 meals a week at homeless shelters
- Assisted Special Olympics athletes during competition

Retail/Cashier/Sales Associate

- Effectively completed all procedures involved in receiving, marking and checking in merchandise
- Greeted customers and determined their specific needs by following up and generating repeat business by encouraging customers to return
- Effectively utilized resources to successfully complete projects
- Developed a system to accurately count and track merchandise inventory
- Maintained an accurate cash drawer of \$1500 per shift
- Packaged consumer purchases in an organized fashion
- Assisted in controlling shrinkage by monitoring customers
- Consistently maintained a clean and well-organized stockroom
- Ensured that all merchandise was accurately replaced in the stockrooms

Volunteer & Community Service

- Assessed customer needs in a friendly and courteous manner
- Ensured customer satisfaction by keeping an open line of communication
- Coordinated with a 5-person team to organize clean-ups of city property
- Cooked and served up to 300 meals at a time in homeless shelters
- Tutored 3 high school students in math and science
- Assisted Special Olympics athletes during competitions
- Trained and certified in conflict resolution

Athletic Training

- Administer treatment for Catawba College student athletes under the direction of a Certified Athletic Trainer
- Report athlete progress to supervisor on a weekly basis
- Collaborate with professionals to determine treatment plans
- Design core strength, rehabilitation and conditioning programs
- Perform fitness evaluations and orientations
- Ensure proper equipment maintenance
- Instruct and prepare patients for treatment
- Render service or treatment to patients under the supervision of the physician
- Develop athletic injury prevention and treatment programs
- Apply, manage, and instruct patients on the use and care of orthopedic appliances such as splints and braces and develop patient education materials

Exercise Science/ Physical Therapy

- Assisted in the collection of pre-, during, and post-exercise testing of undergraduate exercise physiology students
- Completed muscle staining and fiber type analysis for diabetes, arthritis, and muscular dystrophy research
- Performed movement analysis of elderly arthritis patients
- Performed muscle fiber type analysis of elderly arthritic patients
- Conducted submaximal exercise testing under M.D. supervision of elderly arthritic patients
- Prepared EKG, ventilation, and exercise equipment and patients for testing and training
- Cleaned, tested, and maintained ventilatory and EKG testing equipment
- Monitored low and moderate-risk patients, alongside M.D.'s during maximal exercise testing
- Analyzed EKG information post-exercise to determine heart function abnormalities
- Completed 8-week clinical administering physical therapy to adult clients with an emphasis on returning to a sport
- Mastered entry-level evaluation and treatment skills
- Collaborated with orthopedic surgeons and other healthcare professional to develop treatment plans

Nursing

- Collaborated as member of a health care team to plan and provide quality care for patients
- Worked in a critical care unit with respirators, IV's, and a sterile environment
- Conducted head to toe assessments of patients
- Assessed and monitored patient status and provided personal care
- Administered medications as ordered by the physician
- Evaluated patient knowledge and provided education as needed
- Interacted with patients and their families to promote a supportive environment
- Established climate fostering privacy and individuality

Environmental Sciences/Conservation

- Organized and implemented extensive composting program for food services at Catawba College
- Researched and wrote about environmental impacts on wildlife populations due to locally produced food sources
- Assisted with native revegetation efforts along the Jordan River intended to provide migratory songbirds with habitat and food.
- Researched and Developed a food waste composting plan that reduced on campus waste by 41%
- Prepared water flow monitoring equipment for use in environmental field assessments
- Updated, recorded and extracted data using computer interfaced system

Junior Admissions Representative/ Tour Guide

- Help accomplish the School's enrollment goals and objectives
- Develop appropriate admissions marketing materials, ads, mailings, web pages, and publications that promote the school to prospective students
- Participate in activities such as Open Houses and Preview Days intended to interest perspective students
- Assist with the collection of admissions data, enter data into required database

Residential Assistant,

- Counsel residents regarding personal and academic concerns.
- Assist residents in their adjustment to roommate and community living
- Design and implement experiences for floor members that enhance the social, educational, community, and personal development of residents
- Design and construct door decorations and residence hall decorations that coordinate with the overall residence hall theme prior to the beginning of each semester

What are Highlights of Qualifications?

A Qualifications Summary section of a resume (also known as the Highlights of Qualification”) is an **optional** customized section at the beginning of a resume that lists key achievements, skills, experience, and any qualifications that are most relevant to the position. Remember, the typical hiring manager or recruiter typically spends on average 6 seconds reading submitted resumes. One of the advantages of including a summary of qualifications on your resume is that this is a great tool to catch the reviewer’s eye within that critical time frame.

EXAMPLE HIGHLIGHTS

These examples are not necessarily full and complete highlights of qualifications. Most examples need more detail. To create your own, write down how employers, coaches, educators, family, and friends would describe you. Reference how they are written in samples, then formulate your individualized highlights of qualifications.

COMMITMENT - VALUES, MOTIVATION AND ENTHUSIASM

- Able to diffuse potentially volatile situations with grace and finesse
- Sincere commitment to guests’ satisfaction
- Enthusiastic and committed to professional excellence
- Enthusiastic, creative, and willing to assume responsibility
- Highly motivated; goal-oriented
- Energetic, enthusiastic and dedicated to the hospitality industry

COMMUNICATION

- Outstanding communication skills, both verbal and written
- Strong communication and presentation skills, able to promote self and product
- Communicates well with a wide range of personalities
- Accomplished public speaker and presenter, at ease in front of large groups
- Skilled in clearly interpreting and explaining policies and procedures
- Excellent communicator; able to draw people out and put them at ease

CREATIVITY OR INTELLIGENCE

- Sharp, innovative, quick learner; proven ability to adapt well to a challenge
- Creative flair in putting on events; thorough in handling details
- Innovative; willing to take on new challenges

CREDENTIALS OR TRAINING

- Successfully completed courses in: Strategic Management, Accounting I, Hospitality Sales, Cost Control
- Licensed to Serve Alcohol with Care
- Certified in First Aid and CPR by The American Red Cross

CULTURAL KNOWLEDGE OR AWARENESS/LANGUAGE SKILLS

- Effective and knowledgeable in working with cultural/social differences
- Bilingual in English and Spanish
- Excellent command of both the English and German languages
- First hand experiences with worldwide range of cultures

INTERPERSONAL RELATIONS

- Works cooperatively with a wide range of personalities
- Exceptionally adept at developing rapport with customers and co-workers
- Special flair for relating with a wide range of people, organizations and businesses
- Demonstrated ability to forge links between diverse groups
- Exceptional communication and interpersonal skills; relates well to people, generating trust and rapport

- Diplomatic and tactful with professionals and paraprofessionals at all levels
- Skilled in handling the public with professionalism and sensitivity
- Communicates with guests and clients with warmth and diplomacy

LEADERSHIP MANAGEMENT

- Ability to prioritize, delegate, and motivate
- Inspires and supports others to work at their highest level
- Able to organize and coordinate all aspects of a complex project
- Sensitivity in integrating a wide range of program priorities

PROFESSIONALISM AND POISE

- Readily projects a professional and fashionable image
- Skilled in handling the public with professionalism and sensitivity
- Personable, articulate; professional in appearance and manner
- Poised and professional with both senior level management and support staff

SELF-MANAGEMENT

- Excellent decision maker; well organized, resourceful, and work well independently
- Extremely dependable in completing projects accurately and on time
- Equally effective in self-managed projects and as a member of a team
- Adept at multitasking; performs well with deadlines

SKILLS AND EFFECTIVENESS

Organization

- Excellent organizational, communication and writing skills
- Strong skills in organizing work flow, ideas, materials and people

Assessment

- Sharp and creative in problem solving
- Able to accurately establish priorities and quickly adapt to changing needs
- Able to pinpoint problems and initiate creative solutions

Sales

- Effective in persuading others through enthusiasm for ideas and products
- Special talent for motivating and influencing people

Computer

- Exceptional ability to quickly master new software and apply its full range of capabilities
- Expert troubleshooter and problem solver

TEAMWORK

- Easy to work with; cooperative and supportive team player
- Works equally well independently or as a team member
- Equally effective working on self-managed projects and as a member of a team
- Excellent at working in a team setting to meet deadlines
- Enthusiastic team member whose participation brings out the best in others

TECHNICAL SKILLS


- Exceptional ability to quickly master new software and apply a full range of capabilities
- Expert troubleshooter and problem solver
- Effective in facilitating communications between management and project team
- Successful in negotiating favorable design and construction contracts

- Demonstrated ability to manage both large and small groups while maintaining productivity
- Accurately interprets customer problems and offer the best resolution

WORK STYLE

- Sharp eye for detail, while maintaining the project overview
- Resourceful and committed; can be counted on to get the job done
- Self-starter; highly motivated, ambitious and goal oriented
- Thrives in a dynamic and challenging environment
- Dedicated, professional attitude; mature and willing to work
- Able to maintain a sense of humor under pressure
- Takes pride in achieving the best possible results
- Thrives on organizing complex projects and following through to completion
- Remains calm and works well under demanding conditions
- Able to handle a multitude of details at once

Resume Rubric

	<p>MARGINS Typically your resume document will be formatted with 1-inch margins. As long as information is relevant flexibility may apply. In most cases, margins any smaller may cause your resume to appear crowded, and difficult to read.</p>
	<p>CONTACT INFO</p> <ul style="list-style-type: none"> • Name – should be in bold and larger font than the content of your resume • Phone Number with area code (just your cell phone and make sure your voice message is professional) • Email (make it professional, not lmsoblue@aol.com); school email address suggested • Customized LinkedIn URL, and if you have your own blog or website, add it if it's relevant to the position
	<p>HIGHLIGHTS OF QUALIFICATIONS (or SUMMARY OF QUALIFICATIONS) Showcase 3-5 bullets outlining your most relevant skills to the position you are applying to. This can include certifications, computer/technical skills, language skills, relevant coursework, specific results you have achieved in a professional setting. Use the job description as a guide to choose the skills and abilities you showcase. This is an optional category</p>
	<p>EDUCATION</p> <ul style="list-style-type: none"> • School Name, City, State initials (e.g; NY) • Degree Earned, Major, Graduation Month/Year • Concentration • GPA (if above 3.0) and Honors • If appropriate, list relevant coursework and projects <p>REMOVE High school information</p>
	<p>WORK EXPERIENCE</p> <ul style="list-style-type: none"> • Company, City, State • Job Title, start date month/year –to- end date month/year • List 3-4 qualified and quantified bullet statements for each relevant position
	<p>BULLET STATEMENTS Showcase your accomplishments. Focus on the results you achieved and how you achieved them. Don't re-write job descriptions - be brief and to the point. You want the first few words of each bullet to be action- and results-oriented (verb). Quantify and qualify *\$,%, #). Start with your most recent job and provide 3-4 primary duties highlighting your most important achievements. One way to craft solid statements is to ask yourself questions – who, what, when, why and how. Use these helpful questions to guide you:</p> <ul style="list-style-type: none"> • What was the situation or challenge presented to you? • What was the goal you worked on? • How big was the project? • Who was involved? How many people did you supervise? • How much ahead of deadline or under budget? • What were the specific actions you took to reach the goal or complete the project? • How often or when did you perform this task or responsibility?
	<p>OTHER CATEGORIES (Other Accomplishments, Volunteer Activities, Certifications, and/or Honors & Associations) You can really enhance your resume by highlighting alternative experiences that are valuable in the workplace. Include honors, awards, projects, professional memberships, volunteer work and military service.</p> <ul style="list-style-type: none"> • Name of organization, Date (month/year) • Role and activities (e.g. award name, leadership positions held) <p>Students with less work experience and more volunteer experience may develop this section in more detail</p>

RESUME EXAMPLES

Your. Name. Here

Yourname18@catawba.edu • Salisbury, NC 28146 • 704-200-8888

EDUCATION:

Catawba College

Bachelor of Arts, Economics & Finance
Minor in Business Administration

Salisbury, NC

May, 2019

ACADEMIC EXPERIENCE:

Catawba College

Salisbury, NC

Managerial Finance Project 2017

- Selected Dr. Pepper Snapple Group firm and introduced it to the reader in a narrative format
- Researched information regarding the firm's business, product lines, where they conduct business and manufacture products, and their commitment to Triple Bottom Line reporting
- Analyzed stock for the most recent five-year time period and presented a SWOT analysis of the firm
- Calculated financial ratios and presented a ratio analysis including financial information pertaining to their profitability and liquidity
- Analyzed these findings and discussed why financial ratios changed and what the determinants of the change were
- Predicted stock price would increase in the coming years due to previous performance models and that it would reach approximately \$100 in three years

Business/Economics Statistics Project 2017

- Provided a statistical report using Excel for a Goodyear data set on Real Estate
- Included descriptive statistics, with graphs, for six variables
- Ran three simple regressions and one multiple regression (repeated) to reach best model
- Concluded that number of bedrooms and bathrooms are the most relevant variables when choosing a home

PROFESSIONAL EXPERIENCE:

William Jacobs Park

Salisbury, NC

Part Time Campground Attendant July 2016 – Present

- Provide excellent customer service working in both the campground store and handling campsite reservations
- Provide basic goods and services in the store handling cash register and maintaining inventory
- Open and close store on a regular basis and close out receipts and credit card transactions
- Assist with maintenance of outdoor areas
- Check-in campers upon arrival

ACTIVITIES – HONORS – SKILLS

- Awarded Presidential, Vance Hedrick, and Linda G. Ketner Scholarship to Catawba
- Dean's List 2017
- Proficient in Microsoft Word, Excel, PowerPoint
- Proficient in social media
- Volunteer at Rowan Helping Ministries
- Active volunteer in local church

YOUR NAME HERE

Catustudent17@catawba.edu • Salisbury, NC 28146 • 704-232-1111

HIGHLIGHTS OF QUALIFICATIONS:

- Excellent customer relations skills
- Enthusiastic, flexible and willing to assume responsibility for task
- Quick learner, adapts well to change, utilizes excellent time management
- Able to organize and coordinate all aspects of a complex project
- Exceptional ability to quickly master new software and apply its full range of capabilities
- Successfully completed courses in: *list any relevant coursework, be sure to separate them by comma,*

EDUCATION

Catawba College

Bachelor of Arts or Science (Your Major, Minor or concentration)

GPA: X.XX

Salisbury, NC

Expected Month, Year

WORK EXPERIENCE

Catawba College Office of Human Resources

Student Assistant

Salisbury, NC

August 2016- Present

- Assisted in coordinating the daily activities of the Director and Assistant Director of Human Resources
- Managed and input data into various data bases including
- Description of duties, role in organization, quantifying the difference you made in your position
- Use the action verbs found in the Resume Writing Guide
- Delineate what you accomplished in your position and give numbers indicating increases in production, profit, feedback, etc.

Company/Business/Organization

Position Title

City, State

Dates Position Held

- Collaborated with the media coordinator in contacting television and radio stations and creating promotional packages
- Use the action verbs found in the Resume Writing Guide
- Delineate what you accomplished in your position and give numbers indicating increases in production, profit, feedback, etc.

LEADERSHIP -COMMUNITY INVOLVEMENT & AWARDS

Organization/Association/Team/Club *Positions Held* *Dates Position Held*

- Catawba College Deans List and Presidential Scholar 2016-Current
- Helen Foil Beard Society – President 2018
- National Society of Leadership & Success- 2017
- Make- A-Wish Foundation Annual Fundraising Gala Events Volunteer - 2016

Your. Name. Here

Phone Number • email@catawba.edu • City, State

PROFILE: Catawba College graduate seeking an entry level position with innovative and expanding firm

EDUCATION

Catawba College

Bachelor of Arts or Science (Your Major, Minor or concentration)

GPA: X.XX

Salisbury, NC

Expected Month, Year

WORK EXPERIENCE

Company/Business/Organization

Position Title

City, State

Dates Position Held

- Created an integrated Marketing Communications Plan for two New York based institutions
- Description of duties, role in organization, quantifying the difference you made in your position
- Use the action verbs found in the Resume Writing Guide
- Delineate what you accomplished in your position and give numbers indicating increases in production, profit, feedback, etc.

Company/Business/Organization

Position Title

City, State

Dates Position Held

- Collaborated with the media coordinator in contacting television and radio stations and creating promotional packages
- Use the action verbs found in the Resume Writing Guide
- Delineate what you accomplished in your position and give numbers indicating increases in production, profit, feedback, etc.

Company/Business/Organization

Position Title

City, State

Dates Position Held

- Description of duties, role in organization, quantifying the difference you made in your position
- Use the action verbs found in the Resume Writing Guide
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LEADERSHIP -COMMUNITY INVOLVEMENT & AWARDS

Organization/Association/Team/Club *Positions Held* *Dates Position Held*

- Catawba College Deans List and Presidential Scholar 2016-Current
- Helen Foil Beard Society – President 2018
- National Society of Leadership & Success- 2017
- Make- A-Wish Foundation Annual Fundraising Gala Events Volunteer - 2016

Your. Name. Here

Rowan, NC youstudent@catawba.edu (336) 200-5400

High-Energy, Creative, Self –Starter offering a good foundation of work experience gained during college. Keen interests in public service initiatives, and youth services. Proven ability resolve highly complex challenges, and handle sensitive information.

ACADEMIC RESEARCH & EXPERIENCE

Experimental Psychology,

Jan-May 2018

“Does priming athleticism decrease performance on cognitive task”

- Gather and recording responses from college students on academic and athletic activities
- Interpreted and analyzed quantitative and qualitative results
- Nominated to present research project for National Society for Psychology & Mental Cognition

Human Behavior & Psychology

Sep – Dec 2017

“Can Language Study Positively Impact Divergent Thinking”

- Gather and recorded responses from 56 participants
 - Interpreted and analyzed quantitative and qualitative results; reliability was obtained using the Abbreviated Torrance Test for Adults
 - Created detailed report and poster to be presented at South Eastern Psychological Association
-

PROFESSIONAL EXPERIENCE

Kannapolis Middle School

Jan – April 2018

Internship/Job Shadow

- Observed the work and role of a guidance counselor
- Facilitate group exercises with 8 girls to discuss self-confidence and friendship
- Observe teacher faculty meetings and take notes to be used for future coursework
- Maintain documentation and files on student meetings and observations

Happy Roots

May - Aug 2018

Internship

- Worked alongside horses that were used to aid in the personal growth of children
- Developed an understanding of the Heart Centered Horsemanship approach
- Was responsible for assisting autistic child with all led activities and maintaining safety

YMCA

Camp Counselor (Seasonal)

June 2016– Aug 2018

- Chaperone weekly field trips for over 20 students
 - Identified and responded to any student behavioral issues or concerns
 - Completed all emergency procedure certifications required for camp program
 - Assisted students individually or in small groups, with lessons and assignments
 - Checked parents or guardians in and out to ensure safety of children
 - Create and develop daily reports to be reviewed by Program Director
-

HONORS-AWARDS-CERTIFICATIONS

- Catawba College Presidential Scholarship Recipient 2015-2018
- Red Cross CPR Certification 2016
- List Additional Awards Here
- List Additional Awards and Dates Here
- List Additional information, awards, dates, or other relevant experience here
-

YOUR NAME HERE

Concord, NC 30144 • (770) 423-6555 • sample@email.com

PROFILE: Seeking a challenging position in physical therapy where I can utilize my knowledge in exercise science and physical rehabilitation to guide individuals toward active healthy lifestyles.

EDUCATION / CERTIFICATIONS

Catawba College

Salisbury, NC

Bachelor of Science, Exercise Science

May 2015

- CPR, First Aid, and AED, American Red Cross Expires: 9/28/2019
- NAFTA Patient Care Technician Certification Expires : 01/11/2222
- American Medical Technologies Phlebotomy Technician Certificate

RELEVANT COURSE WORK

Exercise and Aging, Health Promotion and Program Planning, Biomechanics 101, Special Topics, Nutrition, Exercise Physiology, Fitness Evaluation and Exercise Prescription, and Clinical Aspects of Exercise Field

RELEVANT EXPERIENCE

Catawba College Department of Health & Science

May 2013-Current

Student Assistant

- Developed projects specifically targeting the college population about substance abuse, disease, smoking, etc.
- Designed health promotion programs to create awareness of health related topics to present to KSU students
- Created a one day event for students in order to raise awareness of AIDS
- Assist with general business needs as required
-

Davis County YMCA-, Wellness and Recreation

January 2014 – May 2014

Internship

- Designed exercise programs and routines
- Scheduled health seminars for staff members
- Responsible for overseeing fitness facility for 300 members
- Coordinated and promoted a community blood drive
- Assisted in promoting and building Upward sports teams
- Lead group exercise sessions at a rehabilitation facility for a group of 20 substance abuse patients

Seniors Participating in Activities Relating to Health at Catawba College (SPARHCC)

January 2014 – May 2014

Student Trainer

- Developed exercise routines for a group exercise setting with older adults with limited mobility
- Worked one on one with older adult stroke patient to produce an exercise routine to increase strength, mobility, and quality of life

Remington House, Health Specialist

January 2013-May 2013

Internship

- Designed and instructed exercise classes meant to engage the senior population.
- Executed performance evaluation testing using body fat calipers and blood pressure cuffs.
- Performed fitness tests and advised of results that included an action plan to incorporate health lifestyle changes.

Highland Cove Retirement Community

July 2012-December 2012

Internship

- Designed and instructed group exercise classes meant to engage the senior population.
- Taught nutritional lunch series meant to engage participants in a healthy eating plan.

VOLUNTEER EXPERIENCE

Activities Volunteer

May 2011 – Present

Friendship Manor, Assisted Living Roswell, GA

- Provided company and play board games with senior citizens
- Coordinate group activities for senior citizens.
- Assist with the facilitation of outdoor activities.

Your. Name. Here

Rowan, NC youstudent@catawba.edu (336) 200-5400

High-Energy, Creative, Self –Starter offering a good foundation of work experience gained during college. Keen interests project management and client relations. Proven ability resolve highly complex challenges, and handle sensitive information.

CORE COMPETENCIES

- ❖ Project Management
 - ❖ Research & Presentation
 - ❖ Client Relations
 - ❖ Program Design & Creativity
 - ❖ Business Development
 - ❖ Human Resources
-

PROFESSIONAL EXPERIENCE

Extra Large Corp. *October 2014- Present*

Greensboro, NC

- Assists in implementing various projects for private brand strategy by transitioning, inputting and tracking new label design.
- Multiple banner coordination and assistance (Hannaford and Food Lion)
- Improving retail operation team sales and marketing by providing needed analytical and generic systems research. This helps organizational leaders create a story to make the best decision in implementing products for improving the overall business.
- Coordinates annual sourcing events between suppliers and Ahold Delhaize sourcing department.
- Completes new item and vendor setup paperwork for approved suppliers. Starting the process of serving the Ahold Delhaize community. We implement items once they have been entered into the system for Quality Assurance approval.
- Sends and creates new item forecasts and projections, to ensure each store is in stock.

Samsung *September 2009 – September 2014*

Quality Analyst/ Supervisor/Product Trainer

Oaksboro, SC

- Coordinated training sessions for new employees, and current staff members.
- Maintained quality assurance of calls, and provide weekly reports to senior management.
- Lead quality team in special projects, and managed department assets.
- Conducted new employee orientation to foster positive attitude toward organizational objectives.
- Coordinated work activities of subordinates and staff relating to employment, compensation, and employee relations.

Advanced Technologies *May 2007 - August 2009*

Dispatching /Consumer Relations Representative

Piedmont, SC

- Provided assistance to customers with dispatching and tracking locations of technicians, scheduled installs/ repairs of equipment, and ordered supplies. This was done through data base and IVR system.
- Manually closing work orders, responding to dispatch team with direction, and applying any notations into the system about any single work order.
- Provided customer service for an average of 60 calls per day, to Direct TV customers, answering customer inquiries, solving problems, and providing new product information for sales purposes.
- Cross-trained and provided back-up for other customer service representatives when needed.

Aug 2011- Feb 2012 Family Dollar Corporate Office

Human Resources File clerk

Matthews, NC

- Arranged incoming records in alphabetical, numerical or by subject matter.
- Storing information into paper filing systems. Creating and Pulling Customer file folders
- Managed short term projects and conducting entry level training for new hires

FINAL CHECK

8 questions to answer before sending an employer your resume

- ✓ **Did you tailor your resume to the job?** Be sure to fine tune your resume to the specific role you are applying for.
- ✓ **Did you use professional formatting?** While there is no one way to format a resume, there are certain things that a well-developed resume should include. Be sure your name, city and state, one email address, phone number, a link to your professional profile (Linked-In), and all relevant work experience are highlighted correctly. Your resume should also be in reverse chronological order.
- ✓ **Is your resume error-free and easy to read.** Misspellings can represent a lack of attention to detail. If your resume is poorly formatted it could be viewed as an inability to represent yourself or the company well.
- ✓ **Is your resume professional?** It's rare that your hobbies, personal qualities, or political affiliation is relevant to the position you are applying for, to prevent being singled out or prematurely judged, simply stick to your career facts.
- ✓ **Does your resume measure your accomplishments?** Did you demonstrate your ability to succeed by showing quantifiable achievements. Numbers and Dollars have a high impact on how your resume is viewed. For example: if you Recruited 55 members for a new student environmental organization did you list those numbers?
- ✓ **Does your resume tells a story?** Your resume should convey to the reader your professional experiences, accomplishments, skills, and knowledge. It should show how you've progressed, and what you can bring to the table.
- ✓ **Did you keep your resume at one page? If not, was it necessary?** The rule of thumb regarding resume length is to use the appropriate amount of space to best highlight your experience. Unless you have several years of professional experience, certifications, or numerous relevant jobs to highlight, you should be able to keep your resume to one page. Use what you need to, but do not make it unnecessarily long.
- ✓ **Did you supplement your resume with a cover letter.** Often times an employer won't read a resume if the candidate hasn't submitted a cover letter. Unless the employer explicitly says they don't want a cover letter, be sure to write one.

Applicant Tracking Systems

What is an Applicant Tracking System?

Applicant tracking systems are used by corporations to assist with recruitment and hiring processes. Each system offers a different combination and scope of features, but ATS are primarily used to help hiring companies collect, organize, and filter applicants.

Job seekers who submit their resume and job application through an online form are interacting with an ATS.

Why Do Companies Use Applicant Tracking Systems?

The relative ease of submitting an online job application has created a challenge for hiring companies. Online job postings can elicit hundreds of applications, many of which are from unqualified job seekers who figured “it was worth a try.” Instead of sorting through a stack of paper resumes or crowded email inbox, recruiters and hiring managers use ATS to keep themselves organized and efficient. This solution is especially critical for larger companies that are hiring for multiple positions and departments simultaneously.

Among other features, ATS offer CRM-style tools to help streamline hiring pipelines, communication with applicants, distribution of job postings, and proof of government compliance for things like the EEOC.

Why Are Applicant Tracking Systems a Problem for Job Seekers?

Corporate recruiters can have their ATS automatically extract information from an applicant’s resume to build a digital applicant profile that can be searched, filtered, and/or ranked. The goal is to quickly eliminate anyone who is under-qualified, make the applicant pool smaller, and quickly identify the top candidates.

Unfortunately for job seekers, most ATS lack sophistication and are not able to search and filter candidates reliably. Some highly qualified candidates fall through the cracks and are wrongfully eliminated from the applicant pool because their resume has formatting issues or lacks the correct search keywords.

This is a necessary tradeoff for many hiring professionals with limited time and resources. In order to get noticed, job seekers must optimize their resume for ATS.

Information obtained from <https://www.jobscan.co/blog/what-is-an-applicant-tracking-system/>



DO NOT SEND YOUR COVER LETTER WITH THE CAREER SERVICES LOGO ATTACHED!

Cover Letter Template

***Adapted from information obtained from National Society of Colleges & Employers (NACE)**

Contact Information

The first section of your cover letter should include information on how the employer can contact you.

Your Contact Information

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email Address

Date Employer Contact Information

Name
Title
Company
Address
City, State, Zip Code

Salutation

Dear Mr./Ms. Last Name:

Body of Cover Letter

The body of your cover letter lets the employer know what position you are applying for, how you discovered the position, why you are qualified, and should express your interest in the next phase of the hiring process. (an interview)

First Paragraph:

The first paragraph of your letter should include information on why you are writing. Mention the position you are applying for. Include the name of a mutual contact, if you have one. Be clear and concise regarding your request. Your goal is to convince the reader that they should grant the interview or appointment you requested in the first paragraph.

Middle Paragraphs:

The next section of your cover letter should describe what you have to offer the employer, and a potential list of your qualifications. Make strong connections between your abilities and the employer's needs. Mention specifically how your skills and experience match the job you are

applying for. Remember, you are interpreting your resume, not repeating it. Try to support each statement you make with a specific piece of evidence. Use several shorter paragraphs or bullets rather than one large block of text so that your letter is easy to read.

Final Paragraph:

Conclude your cover letter by thanking the employer for considering you for the position.

State that you will do so and indicate when (one week's time is typical).

Complimentary Close

Respectfully yours,

Signature:

Handwritten Signature (*for a hard copy letter*)

Typed Signature



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SHORT COVER LETTER EXAMPLE

Your Contact Information

Your Name

Your Address

Your City, State, Zip Code

Your Phone Number

Your Email Address

Date

Employer Contact Information

Name

Title

Company

Address

City, State, Zip Code

Dear **(Contact Name or Hiring Committee)**

Thank you for taking the time to read this letter and my accompanying resume for the position of **(Name the type of internship)** I became aware of the opening through your posting on **(How did you hear about the job?)** Based on the requirements your company has listed, I think that this opportunity would be an excellent chance for me to grow professionally as well as contribute to **(Name of the company or organization)** as a whole.

I am currently completing my degree in **(List your degree and concentrations)** from Catawba College. The coursework and experience I have is well suited to the skills and qualifications your position requires.

My qualifications include: List your qualifications below

- EXAMPLES: Ability to work with diverse groups of people & wide range of personalities
- EXAMPLES: Willing to take on new and innovative challenges
- EXAMPLES: Experience managing multiple projects while maintaining a 3.7 GPA

I have enclosed my resume for you to review my work experience, academic history, and other activities. I feel confident that an interview would demonstrate my enthusiasm and abilities. I am looking forward to meeting you, and further explaining why I would be an excellent fit for this position.

Thank you for considering me for **(Name of Internship program.)**

Sincerely,

Student, Signature

YOUR NAME HERE

Yourname18@catawba.edu • Salisbury, NC 28146 • 704-200-8888

Professional References

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BobbyDBobbinger@email.com

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Persons Position or Title

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