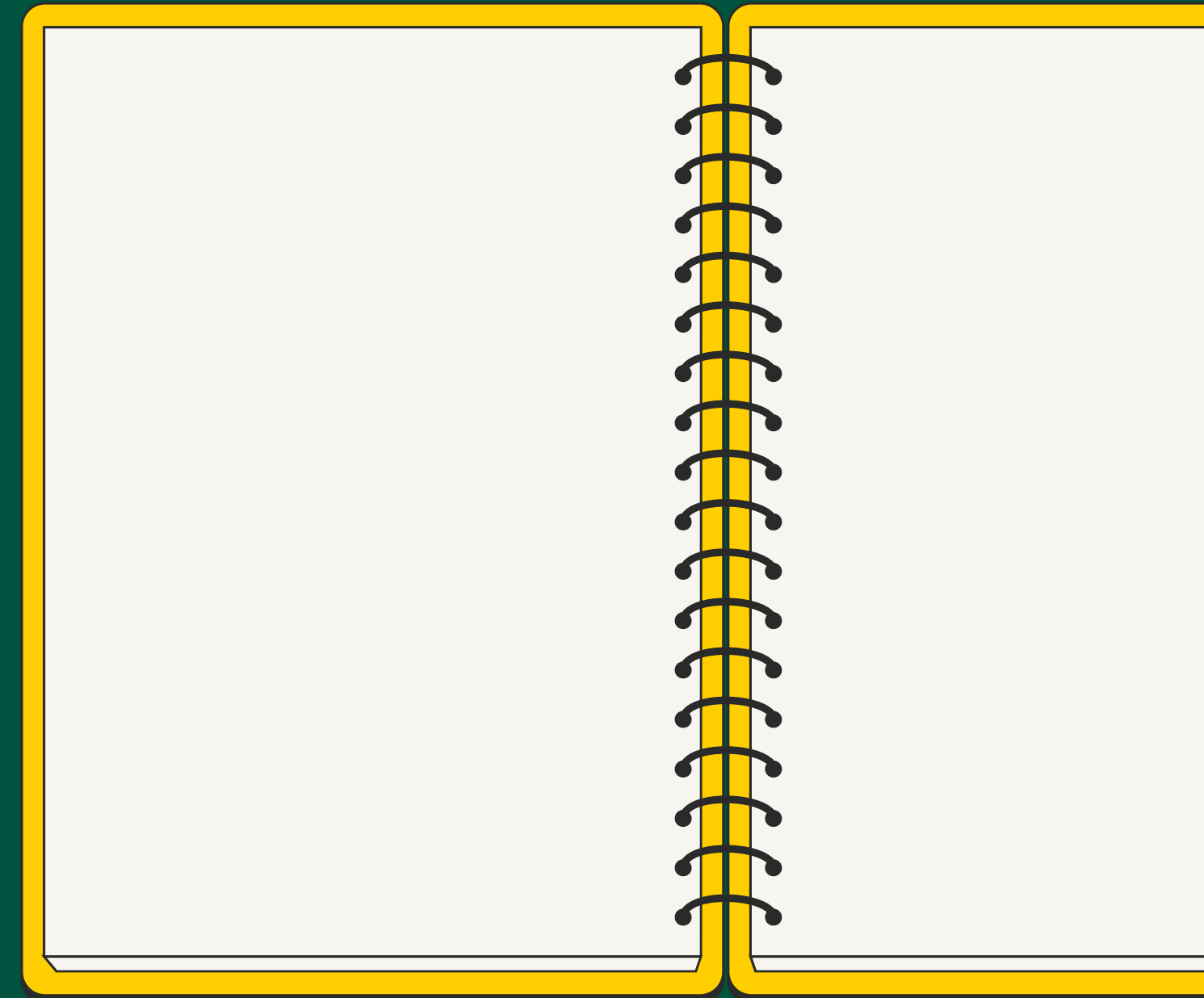


NORMAN CAREER SERVICES

# RESUME WORKSHOP



# Meet the Team



Kyla Stewart-Davenport  
Employer Relations Coordinator  
kstewart20@atu.edu



Kristen Merritt Beck  
Assistant Dean  
kbeck12@atu.edu



Yushia "Yoshi" Thao  
Career Counselor  
ythao1@atu.edu

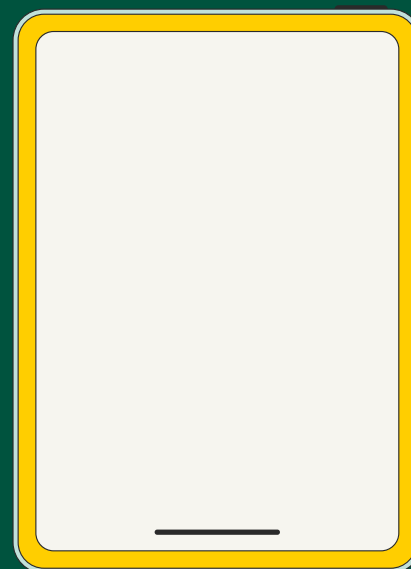


# Purpose of a Resume?



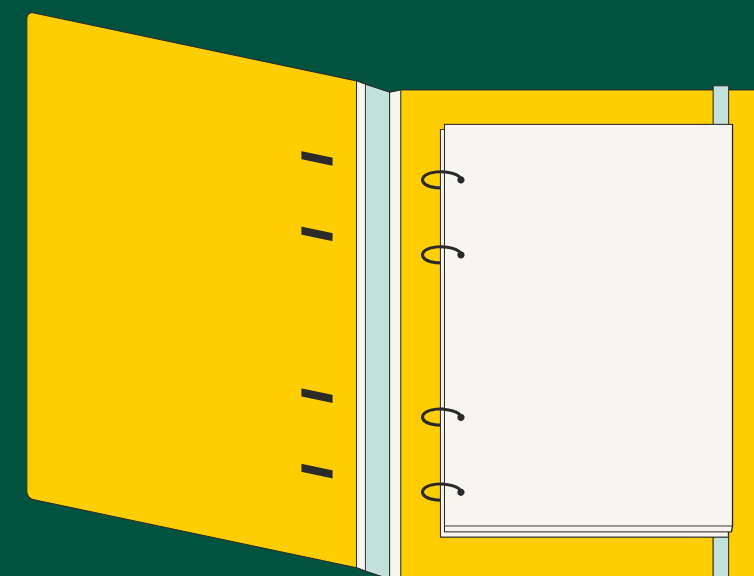
## Education

Degrees, licenses, certificates,  
endorsements



## Experiences

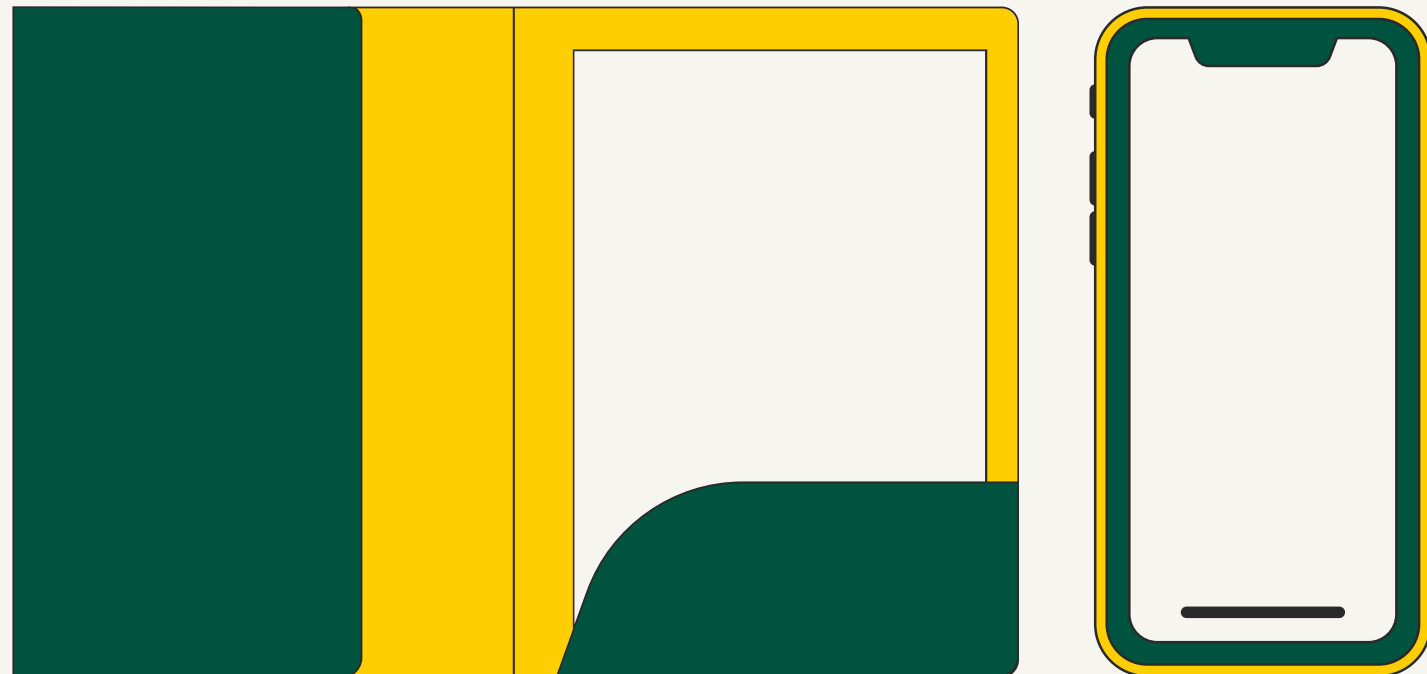
Full/part time jobs, internships,  
volunteering, fellowships



## Skills

Social, technical, languages,  
leadership

# Purpose of a Resume



- **01** Formal/professional document
- **02** Used to apply for jobs/internships
- **03** Should updated regularly
- **04** Can be tailored for specific opportunities
- **05** More than one way to write, but readability is key





**PROFILE**

Sales Maestro with more than 10 years experience in retail environments. Recognized for my ability to close deals, provide excellent customer service, and generate cold hard cash. Hire me to boost your company and get the job done.

**CONTACT**

PHONE:  
678-555-0103

EMAIL:  
TheHamMan@hotmail.com

**HOBBIES**

Jiu-jitsu  
Philosophy



Customer

Dugo

Sales \$\$

# HAM DUGO

# HAM DUGO

Sales Associate

**EDUCATION**

University of Phoenix – Tempe, AZ  
Graduated 2008  
AS in Business Administration  
President of Jiu-jitsu Club

**WORK EXPERIENCE**

**Walmart Sales Associate**  
2015–Present

- Help like 50 customers per day by answering questions and helping them find products
- Recommended advanced merchandise display techniques to management, which were implemented and resulted in better sales
- Close roughly \$500 in sales every week
- Named “Employee of the Month” 4 separate times

**ZARA Sales Associate**  
2008–2015

- Stocked and organized inventory with accuracy and efficiency
- Personally broke state-wide records for the number of bootcut jeans sold
- On average, sold more than \$1,500 in merchandise each week
- Once convinced a Chechen businessman to buy our entire collection of button up shirts

**SKILLS**

MS Office	35%
Italian language	15%
Keeping it cool	100%
Sales	100%
Customer service	90%

**Your Name**

1234 Fourth Avenue, Smallville, Minnesota 55988, (600) 555-1234  
yourname@mail.com, Portfolio: yourname.com

**QUALIFICATIONS**

- Creative and versatile designer who understands its all about branding
- Experienced designing brand identity, brochures, packaging, advertising, signage, posters, and web sites
- Social media savvy and up-to-date with current web trends
- Able to work directly with clients to discuss ideas and present design solutions
- Developed illustration skills with watercolor, colored pencil, and digital media

**SOFTWARE**

- Photoshop, Illustrator, InDesign, Dreamweaver, HTML, CSS, Flash, Edge, Acrobat, Audacity, Word, Excel and PowerPoint

**EDUCATION**

Bachelor of Science, Marketing  
University of Minnesota, Minneapolis, Minnesota

Associate of Applied Science, Graphic Design  
Brown Technical College, Minneapolis, Minnesota

**EXPERIENCE**

Graphic Designer  
The Zeal, Minneapolis, Minnesota. 20xx–20xx

- Designed and produced a monthly college newspaper (20 issues total)
- Redesigned the logo and format to update the look and follow industry trends
- Contributed stories, photos, and original artwork for publication

Receptionist  
Maplewood Dental, Minneapolis, Minnesota. 20xx–present

- Assist office manager with payroll, bank deposits, and patient scheduling
- Responsible for stocking and ordering all dental supplies
- Facilitate new employee orientation (5 sessions to date)

Retail Sales Associate  
Eddie Bauer, Minneapolis, Minnesota. 20xx–20xx

- Dealt directly with customers, assisted with selections, purchases and returns
- Responsible for all money, returns, and sales transactions on the weekends
- 20xx Sales Associate of the Year. Increased my annual sales volume 15%
- Organized loss-prevention efforts in the store (we saved \$500 annually)

**ACHIEVEMENTS**

- Vice President, Graphic Design Club, Brown Technical College. 20xx–20xx
- Third Place Gutenberg Award, Poster Design. 20xx

**George Ratliff**

Junior Retail Specialist

**Personal Info**

**Address**  
2035 Quilly Lane  
Columbus  
OH 43219

**Phone**  
614-472-0992

**E-mail**  
gratliff@email.com

**LinkedIn**  
linkedin.com/in/gratliff

**Skills**

Invoicing

Product knowledge

Problem-solving and troubleshooting

Empathy

Customer service skills

Leadership skills

Tech-savvy retail specialist with 2 years of experience in the technology retail industry. A long-time Samsung follower dedicated to bringing customer experience to a focus. At Huawei, raised sales 25% by revising the approach to customer management and product and services digitization.

**Experience**

2018-04 - present **Junior Retail Specialist**  
*Huawei*

- Signed up ~50 customers for a discount newsletter.
- Helped implement a new customer retention program that raised the returning customer rate by 45%.
- Improved the customer experience by personalized service from the moment they walk through the door.
- Took part in the streamlining project providing customers with a better user experience by reshuffling our digital offer and interface.

2016-04 - 2018-03 **Sales Assistant**  
*Tech For You*

- Provided detailed guidance to ~400 customers a day on product purchases in a high-volume store.
- Continued to build product knowledge during product and vendor training.
- Maintained an organized inventory hardware list of over 170 electronic products in store.

**Education**

2017 **BSc in Sociology**  
Columbus State University

**Interests**

Take bi-weekly yoga classes to stay in shape and manage stress.

Regular listener, “Support Ops” customer service podcast.

# Problem Resumes



# Important Reminders



Error Free

Formal Language

Positive Highlights

Only Truthful Info

No Repeating

No/Limited Graphics

NAME	
Contact Info	
Address	
<b><u>EDUCATION</u></b>	
<b>Bachelors of Arts/Science in Major title</b>	Year Degree Granted
University Name, City, State	
Minor: Minor Title (Minor GPA)	
Awards, GPA	
<b>License Title</b> , Granter of License, Location	Year License Granted
Content: (Short Explanation)	
License Number:	
<b>Certification in (Title of Program)</b> , Granter of Certificate, Location	Year Certificate Granted
- One sentence description.	
<b><u>LANGUAGES</u></b>	
Language (Level of Proficiency) & Language (Level of Proficiency)	
<b><u>PROFESSIONAL EXPERIENCE</u></b>	
<b>Title of Position</b>	Date Started-Present
Business/Organization Name, City, State	
- Description of job duties.	
- Major highlight of success on the job.	
- Think about something unique you accomplished or learned.	
<b>Title of Position</b>	Date Started-Date Ended
Business/Organization Name, City, State	
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<b><u>LEADERSHIP POSITIONS</u></b>	
<b>Title</b>	Date Started-Date Ended
Business/Organization Name, City, State	
- Description.	
<b><u>AWARDS/SCHOLARSHIPS</u></b>	
<b>Name of Grant/Award/Scholarship</b>	Year Granted
Name of Organization/School Who Granted Award, City, State	
- Description of Award.	
<b><u>VOLUTNEER EXPERIENCE</u></b>	
<b>Title</b>	Date Started-Date Ended
Volunteer Program Name, City, State	

# Open Template



NAME  
Contact Info  
Address

EDUCATION

Bachelors of Arts/Science in Major title  
University Name, City, State  
Minor: Minor Title (Minor GPA)  
Awards, GPA

Year Degree Granted

License Title, Granter of License, Location  
Content: (Short Explanation)  
License Number:

Year License Granted

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Title  
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Date Started-Date Ended

# Contact Info

A stylized illustration of a computer monitor. The monitor has a large, empty white screen framed by a dark grey border. Below the screen is a thick, solid yellow horizontal bar representing the base. Underneath the yellow bar is a dark green, trapezoidal stand that tapers slightly towards the bottom.



NAME

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VOLUTNEER EXPERIENCE

Title

Volunteer Program Name, City, State

Date Started-Date Ended

Jerry Brown

479-968-0843 | jbrown19@atu.edu | [Linked In](#)

Russellville, AR 72801

EDUCATION

Bachelors of Arts/Science in Major title

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Minor: Minor Title (Minor GPA)

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Business/Organization Name, City, State

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Name of Organization/School Who Granted Award, City, State

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VOLUTNEER EXPERIENCE

Title

Volunteer Program Name, City, State

Date Started-Date Ended

# Education Info

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Contact Info  
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Awards, GPA

Year Degree Granted

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VOLUTNEER EXPERIENCE

Title

Volunteer Program Name, City, State

Date Started-Date Ended



Jerry Brown  
479-968-0843 | jbrown19@atu.edu | [Linked In](#)  
Russellville, AR 72801

EDUCATION

Bachelors of Arts in Secondary Education

Arkansas Tech University, Russellville, AR

Minor: History (4.0)

Presidential Scholar, 3.95

2023

Arkansas Teaching License, Arkansas Department of Education, Little Rock, AR

Content: History, Government, and Social Studies 6-12

License Number: 7565442723

2023

Certification in Service Learning, Arkansas Tech University, Russellville, AR

- Awarded to Arkansas Tech University students that complete 100 volunteer hours.

2022

LANGUAGES

Language (Level of Proficiency) & Language (Level of Proficiency)

PROFESSIONAL EXPERIENCE

Title of Position

Business/Organization Name, City, State

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Title

Business/Organization Name, City, State

- Description.

Date Started-Date Ended

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Name of Grant/Award/Scholarship

Name of Organization/School Who Granted Award, City, State

- Description of Award.

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Title

Volunteer Program Name, City, State

Date Started-Date Ended

Only list GPA if 3.5 or above  
No high school

NAME	
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<b>Bachelors of Arts/Science in Major title</b>	Year Degree Granted
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Business/Organization Name, City, State	
- Description.	
<b><u>AWARDS/SCHOLARSHIPS</u></b>	
<b>Name of Grant/Award/Scholarship</b>	Year Granted
Name of Organization/School Who Granted Award, City, State	
- Description of Award.	
<b><u>VOLUTNEER EXPERIENCE</u></b>	
<b>Title</b>	Date Started-Date Ended
Volunteer Program Name, City, State	

# Languages & Skills





NAME

Contact Info

Address

EDUCATION

Bachelors of Arts/Science in Major title

University Name, City, State

Minor: Minor Title (Minor GPA)

Awards, GPA

Year Degree Granted

License Title, Granter of License, Location

Content: (Short Explanation)

License Number:

Year License Granted

Certification in (Title of Program), Granter of Certificate, Location

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Year Certificate Granted

LANGUAGES

Language (Level of Proficiency) & Language (Level of Proficiency)

PROFESSIONAL EXPERIENCE

Title of Position

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Name of Organization/School Who Granted Award, City, State

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VOLUTNEER EXPERIENCE

Title

Volunteer Program Name, City, State

Date Started-Date Ended



Jerry Brown

479-968-0843 | jbrown19@atu.edu | [Linked In](#)

Russellville, AR 72801

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Bachelors of Arts in Secondary Education

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2022

LANGUAGES

English (Native Proficiency) & Arabic (Professional Proficiency)

PROFESSIONAL EXPERIENCE

Title of Position

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AWARDS/SCHOLARSHIPS

Name of Grant/Award/Scholarship

Name of Organization/School Who Granted Award, City, State

- Description of Award.

Year Granted

VOLUTNEER EXPERIENCE

Title

Volunteer Program Name, City, State

Date Started-Date Ended

Elementary, Conversational, Professional, Native

NAME

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Address

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Bachelors of Arts/Science in Major title

University Name, City, State

Minor: Minor Title (Minor GPA)

Awards, GPA

Year Degree Granted

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Content: (Short Explanation)

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Certification in (Title of Program), Granter of Certificate, Location

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Year Certificate Granted

LANGUAGES

Language (Level of Proficiency) & Language (Level of Proficiency)

PROFESSIONAL EXPERIENCE

Title of Position

Business/Organization Name, City, State

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2022

SKILLS

Microsoft Suite, CSS, HTML, Teradata, Java, Photoshop

PROFESSIONAL EXPERIENCE

Title of Position

Business/Organization Name, City, State

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Name of Organization/School Who Granted Award, City, State

- Description of Award.

Year Granted

VOLUTNEER EXPERIENCE

Title

Volunteer Program Name, City, State

Date Started-Date Ended

Focus on technical and show social

# Professional Experience



NAME	
Contact Info	
Address	
<b><u>EDUCATION</u></b> <b>Bachelors of Arts/Science in Major title</b> University Name, City, State Minor: Minor Title (Minor GPA) Awards, GPA	Year Degree Granted
<b>License Title</b> , Granter of License, Location Content: (Short Explanation) License Number:	Year License Granted
<b>Certification in (Title of Program)</b> , Granter of Certificate, Location - One sentence description.	Year Certificate Granted
<b><u>LANGUAGES</u></b> Language (Level of Proficiency) & Language (Level of Proficiency)	
<b><u>PROFESSIONAL EXPERIENCE</u></b>	
<b>Title of Position</b> Business/Organization Name, City, State - Description of job duties. - Major highlight of success on the job. - Think about something unique you accomplished or learned.	Date Started-Present
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<b>Name of Grant/Award/Scholarship</b> Name of Organization/School Who Granted Award, City, State - Description of Award.	Year Granted
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University Name, City, State

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Year Degree Granted

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2023

Certification in Service Learning, Arkansas Tech University, Russellville, AR

- Awarded to Arkansas Tech University students that complete 100 volunteer hours.

2022

SKILLS

Microsoft Suite, CSS, HTML, Teradata, Java, Photoshop

PROFESSIONAL EXPERIENCE

Assistant Dean of Career Services

Arkansas Tech University, Russellville, AR

- Oversee career/professional development, job search assistance, and graduate school/internship placement assistance to current ATU students and alumni.

- Grew student engagement events by 300% during first spring semester.

- Developed and implemented new mentorship program between ATU's Colleges and national/international professionals.

August 2022-Present

Faculty & Academic Advisor

Zayed University, Dubai, United Arab Emirates

- Description of job duties.

- Major highlight of success on the job.

- Think about something unique you accomplished or learned.

August 2018-July 2022

LEADERSHIP POSITIONS

Title

Business/Organization Name, City, State

- Description.

Date Started-Date Ended

AWARDS/SCHOLARSHIPS

Name of Grant/Award/Scholarship

Name of Organization/School Who Granted Award, City, State

- Description of Award.

Year Granted

VOLUTNEER EXPERIENCE

Title

Volunteer Program Name, City, State

Date Started-Date Ended

Focus on inserting titles, dates, organization, and location

\*\*\* Please make 1-1 appointment for description assistance\*\*\*



NAME	
Contact Info	
Address	
<b><u>EDUCATION</u></b>	
<b>Bachelors of Arts/Science in Major title</b>	Year Degree Granted
University Name, City, State	
Minor: Minor Title (Minor GPA)	
Awards, GPA	
<b>License Title</b> , Granter of License, Location	Year License Granted
Content: (Short Explanation)	
License Number:	
<b>Certification in (Title of Program)</b> , Granter of Certificate, Location	Year Certificate Granted
- One sentence description.	
<b><u>LANGUAGES</u></b>	
Language (Level of Proficiency) & Language (Level of Proficiency)	
<b><u>PROFESSIONAL EXPERIENCE</u></b>	
<b>Title of Position</b>	Date Started-Present
Business/Organization Name, City, State	
- Description of job duties.	
- Major highlight of success on the job.	
- Think about something unique you accomplished or learned.	
<b>Title of Position</b>	Date Started-Date Ended
Business/Organization Name, City, State	
- Description of job duties.	
- Major highlight of success on the job.	
- Think about something unique you accomplished or learned.	
<b><u>LEADERSHIP POSITIONS</u></b>	
<b>Title</b>	Date Started-Date Ended
Business/Organization Name, City, State	
- Description.	
<b><u>AWARDS/SCHOLARSHIPS</u></b>	
<b>Name of Grant/Award/Scholarship</b>	Year Granted
Name of Organization/School Who Granted Award, City, State	
- Description of Award.	
<b><u>VOLUTNEER EXPERIENCE</u></b>	
<b>Title</b>	Date Started-Date Ended
Volunteer Program Name, City, State	

# Leadership Positions



NAME

Contact Info

Address

EDUCATION

Bachelors of Arts/Science in Major title

University Name, City, State

Minor: Minor Title (Minor GPA)

Awards, GPA

Year Degree Granted

License Title, Granter of License, Location

Content: (Short Explanation)

License Number:

Year License Granted

Certification in (Title of Program), Granter of Certificate, Location

- One sentence description.

Year Certificate Granted

LANGUAGES

Language (Level of Proficiency) & Language (Level of Proficiency)

PROFESSIONAL EXPERIENCE

Title of Position

Business/Organization Name, City, State

- Description of job duties.

- Major highlight of success on the job.

- Think about something unique you accomplished or learned.

Date Started-Present

Title of Position

Business/Organization Name, City, State

- Description of job duties.

- Major highlight of success on the job.

- Think about something unique you accomplished or learned.

Date Started-Date Ended

LEADERSHIP POSITIONS

Title

Business/Organization Name, City, State

- Description.

Date Started-Date Ended

AWARDS/SCHOLARSHIPS

Name of Grant/Award/Scholarship

Name of Organization/School Who Granted Award, City, State

- Description of Award.

Year Granted

VOLUTNEER EXPERIENCE

Title

Volunteer Program Name, City, State

Date Started-Date Ended



Jerry Brown

479-968-0843 | jbrown19@atu.edu | [Linked In](#)

Russellville, AR 72801

EDUCATION

Bachelors of Arts in Secondary Education

Arkansas Tech University, Russellville, AR

Minor: History (4.0)

Presidential Scholar, 3.95

2023

Arkansas Teaching License, Arkansas Department of Education, Little Rock, AR

Content: History, Government, and Social Studies 6-12

License Number: 7565442723

2023

Certification in Service Learning, Arkansas Tech University, Russellville, AR

- Awarded to Arkansas Tech University students that complete 100 volunteer hours.

2022

SKILLS

Microsoft Suite, CSS, HTML, Teradata, Java, Photoshop

PROFESSIONAL EXPERIENCE

Assistant Dean of Career Services

Arkansas Tech University, Russellville, AR

- Oversee career/professional development, job search assistance, and graduate school/internship placement assistance to current ATU students and alumni.

- Grew student engagement events by 300% during first spring semester.

- Developed and implemented new mentorship program between ATU's Colleges and national/international professionals.

August 2022-Present

Faculty & Academic Advisor

Zayed University, Dubai, United Arab Emirates

- Description of job duties.

- Major highlight of success on the job.

- Think about something unique you accomplished or learned.

August 2018-July 2022

LEADERSHIP POSITIONS

President

ATU Rock Climbing Club, Arkansas Tech University, Russellville, AR

- Managed weekly club meetings, ensured timely delivery club reports to Recreation Department, and over gear closet.

August 2020-May 2023

AWARDS/SCHOLARSHIPS

Name of Grant/Award/Scholarship

Name of Organization/School Who Granted Award, City, State

- Description of Award.

Year Granted

VOLUTNEER EXPERIENCE

Title

Volunteer Program Name, City, State

Date Started-Date Ended

No high school, unless if early in ATU career

# Awards & Scholarships



NAME	
Contact Info	
Address	
<b><u>EDUCATION</u></b> <b>Bachelors of Arts/Science in Major title</b> University Name, City, State Minor: Minor Title (Minor GPA) Awards, GPA	Year Degree Granted
<b>License Title</b> , Granter of License, Location Content: (Short Explanation) License Number:	Year License Granted
<b>Certification in (Title of Program)</b> , Granter of Certificate, Location - One sentence description.	Year Certificate Granted
<b><u>LANGUAGES</u></b> Language (Level of Proficiency) & Language (Level of Proficiency)	
<b><u>PROFESSIONAL EXPERIENCE</u></b> <b>Title of Position</b> Business/Organization Name, City, State - Description of job duties. - Major highlight of success on the job. - Think about something unique you accomplished or learned.	Date Started-Present
<b>Title of Position</b> Business/Organization Name, City, State - Description of job duties. - Major highlight of success on the job. - Think about something unique you accomplished or learned.	Date Started-Date Ended
<b><u>LEADERSHIP POSITIONS</u></b> <b>Title</b> Business/Organization Name, City, State - Description.	Date Started-Date Ended
<b><u>AWARDS/SCHOLARSHIPS</u></b> <b>Name of Grant/Award/Scholarship</b> Name of Organization/School Who Granted Award, City, State - Description of Award.	Year Granted
<b><u>VOLUTNEER EXPERIENCE</u></b> <b>Title</b> Volunteer Program Name, City, State	Date Started-Date Ended



NAME  
Contact Info  
Address

EDUCATION

Bachelors of Arts/Science in Major title  
University Name, City, State  
Minor: Minor Title (Minor GPA)  
Awards, GPA

Year Degree Granted

License Title, Granter of License, Location  
Content: (Short Explanation)  
License Number:

Year License Granted

Certification in (Title of Program), Granter of Certificate, Location  
- One sentence description.

Year Certificate Granted

LANGUAGES  
Language (Level of Proficiency) & Language (Level of Proficiency)

PROFESSIONAL EXPERIENCE  
Title of Position  
Business/Organization Name, City, State  
- Description of job duties.  
- Major highlight of success on the job.  
- Think about something unique you accomplished or learned.

Date Started-Present

Title of Position  
Business/Organization Name, City, State  
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Name of Organization/School Who Granted Award, City, State  
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Year Granted

VOLUTNEER EXPERIENCE  
Title  
Volunteer Program Name, City, State

Date Started-Date Ended

Jerry Brown  
479-968-0843 | jbrown19@atu.edu | [Linked In](#)  
Russellville, AR 72801

EDUCATION  
Bachelors of Arts in Secondary Education  
Arkansas Tech University, Russellville, AR  
Minor: History (4.0)  
Presidential Scholar, 3.95

2023

Arkansas Teaching License, Arkansas Department of Education, Little Rock, AR  
Content: History, Government, and Social Studies 6-12  
License Number: 7565442723

2023

Certification in Service Learning, Arkansas Tech University, Russellville, AR  
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2022

SKILLS  
Microsoft Suite, CSS, HTML, Teradata, Java, Photoshop

PROFESSIONAL EXPERIENCE  
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Arkansas Tech University, Russellville, AR  
- Oversee career/professional development, job search assistance, and graduate school/internship placement assistance to current ATU students and alumni.  
- Grew student engagement events by 300% during first spring semester.  
- Developed and implemented new mentorship program between ATU’s Colleges and national/international professionals.

August 2022-Present

Faculty & Academic Advisor  
Zayed University, Dubai, United Arab Emirates  
- Description of job duties.  
- Major highlight of success on the job.  
- Think about something unique you accomplished or learned.

August 2018-July 2022

LEADERSHIP POSITIONS |  
President  
ATU Rock Climbing Club, Arkansas Tech University, Russellville, AR  
- Managed weekly club meetings, ensured timely delivery club reports to Recreation Department, and over gear closet.

August 2020-May 2023

AWARDS/SCHOLARSHIPS  
Senior Leadership Award  
Arkansas Tech Universisty, Russellville, AR  
- Awarded to a single undergraduate student who displayed exemplary academics and leadership in their final year through a faculty nomination process.

2023

VOLUTNEER EXPERIENCE  
Title  
Volunteer Program Name, City, State

Date Started-Date Ended



NAME	
Contact Info	
Address	
<b><u>EDUCATION</u></b>	
<b>Bachelors of Arts/Science in Major title</b>	Year Degree Granted
University Name, City, State	
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<b><u>LANGUAGES</u></b>	
Language (Level of Proficiency) & Language (Level of Proficiency)	
<b><u>PROFESSIONAL EXPERIENCE</u></b>	
<b>Title of Position</b>	Date Started-Present
Business/Organization Name, City, State	
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# Volunteer Experience



NAME

Contact Info

Address

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Minor: Minor Title (Minor GPA)

Awards, GPA

Year Degree Granted

License Title, Granter of License, Location

Content: (Short Explanation)

License Number:

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- One sentence description.

Year Certificate Granted

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Language (Level of Proficiency) & Language (Level of Proficiency)

PROFESSIONAL EXPERIENCE

Title of Position

Business/Organization Name, City, State

- Description of job duties.

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- Think about something unique you accomplished or learned.

Date Started-Present

Title of Position

Business/Organization Name, City, State

- Description of job duties.

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Volunteer Program Name, City, State

Date Started-Date Ended



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AWARDS/SCHOLARSHIPS

Senior Leadership Award

Arkansas Tech Universisty, Russellville, AR

- Awarded to a single undergraduate student who displayed exemplary academics and leadership in their final year through a faculty nomination process.

2023

VOLUTNEER EXPERIENCE

Graduate School & Fellowship Coach

Posse Foundation, New York, NY

March 2022-May 2023

Only add descriptions if significant

NAME	
Contact Info	
Address	
<b><u>EDUCATION</u></b>	
<b>Bachelors of Arts/Science in Major title</b>	Year Degree Granted
University Name, City, State	
Minor: Minor Title (Minor GPA)	
Awards, GPA	
<b>License Title</b> , Granter of License, Location	Year License Granted
Content: (Short Explanation)	
License Number:	
<b>Certification in (Title of Program)</b> , Granter of Certificate, Location	Year Certificate Granted
- One sentence description.	
<b><u>LANGUAGES</u></b>	
Language (Level of Proficiency) & Language (Level of Proficiency)	
<b><u>PROFESSIONAL EXPERIENCE</u></b>	
<b>Title of Position</b>	Date Started-Present
Business/Organization Name, City, State	
- Description of job duties.	
- Major highlight of success on the job.	
- Think about something unique you accomplished or learned.	
<b>Title of Position</b>	Date Started-Date Ended
Business/Organization Name, City, State	
- Description of job duties.	
- Major highlight of success on the job.	
- Think about something unique you accomplished or learned.	
<b><u>LEADERSHIP POSITIONS</u></b>	
<b>Title</b>	Date Started-Date Ended
Business/Organization Name, City, State	
- Description.	
<b><u>AWARDS/SCHOLARSHIPS</u></b>	
<b>Name of Grant/Award/Scholarship</b>	Year Granted
Name of Organization/School Who Granted Award, City, State	
- Description of Award.	
<b><u>VOLUTNEER EXPERIENCE</u></b>	
<b>Title</b>	Date Started-Date Ended
Volunteer Program Name, City, State	



LinkedIn



Please make 1-1 appointment for LinkedIn assistance





# References

Professional/academic connection

Not a relative

Ask for permission

Minimum of two references

NAME  
Contact Info  
Address

EDUCATION

Bachelors of Arts/Science in Major title  
University Name, City, State  
Minor: Minor Title (Minor GPA)  
Awards, GPA

Year Degree Granted

License Title, Granter of License, Location  
Content: (Short Explanation)  
License Number:

Year License Granted

Certification in (Title of Program), Granter of Certificate, Location  
- One sentence description.

Year Certificate Granted

LANGUAGES

Language (Level of Proficiency) & Language (Level of Proficiency)

PROFESSIONAL EXPERIENCE

Title of Position  
Business Organization Name, City, State  
- Description of job duties.  
- Major highlight of success on the job.  
- Think about something unique you accomplished or learned.

Date Started-Present

Title of Position  
Business Organization Name, City, State  
- Description of job duties.  
- Major highlight of success on the job.  
- Think about something unique you accomplished or learned.

Date Started-Date Ended

LEADERSHIP POSITIONS

Title  
Business Organization Name, City, State  
- Description.

Date Started-Date Ended

AWARDS/SCHOLARSHIPS

Name of Grant/Award/Scholarship  
Name of Organization/School Who Granted Award, City, State  
- Description of Award.

Year Granted

VOLUTNEER EXPERIENCE

Title  
Volunteer Program Name, City, State

Date Started-Date Ended

# Resume + Cover Letter

Further explanations

Chance to highlight

Construct argument

Please make 1-1 appointment for cover letter assistance





# Thank you



Kyla Stewart-Davenport  
Employer Relations Coordinator  
kstewart20@atu.edu



Kristen Merritt Beck  
Assistant Dean  
kbeck12@atu.edu



Yushia "Yoshi" Thao  
Career Counselor  
ythao1@atu.edu





# Visit our Website

