

**ADDRAN  
COLLEGE OF LIBERAL ARTS  
RESUME GUIDE**



STUDENT  
AFFAIRS

Center for Career &  
Professional Development

## What is a Résumé?

- A sample of your written communication skills
- The best possible representation of your professional self that reflects your personal education, experience, skills, and qualifications
- Each resume is UNIQUE, just like you! While there are standard best practices for formatting and content, each resume should reflect your professional self and should never be copied from someone else's experiences

## Where Do I Start?

One way to begin your resume is to list everything you have done since your first day of college. You will find that you have more relevant experiences than you think. Next, categorize your experiences and other pertinent information into the following sections: contact information, education, experience, and other headings.

Once you have put your resume together, **schedule an appointment with your Career Consultant through Handshake by clicking Career Center -> Appointments** to ensure that your resume is most reflective for the opportunity you are applying for.

## Résumé Components

*\*Please note that sections may vary by your discipline. When in doubt, always check with your consultant about which sections may be most applicable to you. \**

### CONTACT INFORMATION (Required)

The top of the resume identifies your name, mailing address, phone number, email address, and customized LinkedIn URL. Click [here to learn how to customize URL](#).

### EDUCATION (Required)

It is important to include the following:

- 1) All institutions of higher education you have earned degrees from and current institution, including majors, minors, and concentrations.
- 2) Grade Point Average, if above 3.0 on a 4.0 scale. Major GPA can be included if it is better than your cumulative—just be certain to label it as Major GPA.

### EXPERIENCE (Required)

Provide bulleted statements that communicate how your experiences, abilities, and skills relate to the targeted position and the organization's needs. Experience can include internships, volunteer work, course projects, research, job shadowing, and student teaching. It includes both paid and unpaid experiences.

Each bulleted statement should be composed of:

action verb + what you did + result/achievement/accomplishment

### ADDITIONAL HEADINGS

Additional headings should be used if they offer supporting evidence of your qualifications for the job. Choose headings that are descriptive of the material that follows them. Examples include:

- Skills (Technical & Language)
- Honors
- Professional Associations
- Publications
- Research
- Relevant Coursework
- Leadership
- Course Projects

## Things To Avoid

- Personal information such as age, marital status, pictures, or hobbies unrelated to the job
- Do **not** include high school information past freshman year of college. Employers are more interested in your college experiences.
- Avoid complete sentences and personal pronouns (I, me, mine, etc.).

## Frequently Asked Questions

### *Is it ok to use a template?*

It is best to avoid the use of templates since edits are typically harder to make, and many ATS (Applicant Tracking Systems) do not recognize them. We recommend starting with a blank Word document.

### *Do I need to include both my campus and permanent addresses?*

No. Including both addresses can be helpful if you are applying in your hometown or somewhere out of state/country to illustrate your willingness to relocate, but it is not a requirement.

### *Do I need to include study abroad experiences?*

Though including your study abroad experience is not required, it is encouraged for those who are applying to positions for which a broad cultural perspective and experience interacting with diverse populations would be advantageous.

### *What should I include in my skills section?*

Your skills section should consist of teachable skills such as any technical or language proficiencies, and it should include your level of proficiency. Avoid listing soft skills, such as “hard working” or “quick learner” since these are not quantifiable.

### *How do I list multiple positions within a company/organization?*

If the positions you’ve held at your company were in different roles, list the company once but break out the job titles, treating them like two different positions.

### *How many references should I list?*

You will need 3-5 professional references. References are to be listed on a separate page, NOT as a part of your resume, and only submitted when asked for. In many online applications, there will be a separate space for you to type in references and their contact information.

### *How should I select who I ask to give a reference?*

Make sure that you select people that you know will give you a high-quality reference. A lukewarm reference can screen you out of a job. Your references should be able to describe your high potential, achievements, and performance while you were in class or at work. Be sure to obtain the recommender’s permission before listing their name as a reference. Always provide references with a current resume, so they are familiar with all of your achievements and experience.

### *What type of font should I use?*

Use a universal type font such as Times New Roman, Calibri, Arial, Georgia, Garamond, or Palatino Linotype.

### *When listing dates, should I use seasons or months or both? Can I just list the year?*

Dates should be formatted to reflect Months and Years or Semesters and should be consistent throughout the resume. See examples on the following pages.

# POWER VERBS

Each bullet point should begin with an action verb. Use present tense verbs for positions that are current and on-going. When describing past experiences, verbs should be in past tense “-ed”. Do not use verbs ending in -ing or -s.

## Communication

Circulate  
Clarify  
Collaborate  
Communicate  
Compose  
Correspond  
Demonstrate  
Document  
Edit  
Engage  
Exhibit  
Express  
Illustrate  
Interpret  
Interview  
Investigate  
Optimize  
Partner  
Pitch  
Plan  
Present  
Promote  
Report  
Review  
Revise  
Summarize  
Syndicate  
Translate  
Transcribe

## Teaching / Advising

Advise  
Counsel  
Demonstrate  
Display  
Encourage  
Enlist  
Ensure  
Grade  
Guide  
Influence  
Instruct  
Introduce  
Lecture  
Mentor  
Program  
Provide

Rate  
Steer  
Support  
Teach  
Test  
Train  
Tutor  
Public Relations  
Advertise  
Advocate  
Attend  
Coordinate  
Dispense  
Disseminate  
Distribute  
Fundraise  
Launch  
Persuade  
Publish  
Recruit  
Screen  
Target

## Interpersonal Relations

Accommodate  
Adapt  
Coach  
Collaborate  
Consult  
Converse  
Cooperate  
Critique  
Develop  
Encourage  
Familiarize  
Form  
Foster  
Fulfill  
Implement  
Inform  
Interact  
Intervene  
Litigate  
Mediate  
Motivate  
Negotiate  
Recommend  
Reconcile

Rehabilitate  
Resolve  
Share  
Suggest  
**Administrative/  
Management**

Accelerate  
Accomplish  
Achieve  
Administer  
Allocate  
Approve  
Benchmark  
Chair  
Command  
Compromise  
Consolidate  
Control  
Delegate  
Direct  
Enforce  
Entrust  
Expedite  
Govern  
Improvise  
Initiate  
Institute  
Judge  
Lead  
Maintain  
Manage  
Moderate  
Monitor  
Oversee  
Prioritize  
Regulate  
Streamline  
Strengthen  
Supervise  
**Organization**  
Apply  
Assemble  
Arrange  
Categorize  
Coordinate  
Establish  
Facilitate

Group  
Orchestrate  
Organize

## Numbers/Data

Account  
Appraise  
Audit  
Budget  
Calculate  
Collect  
Formulate  
Inventory  
Maximize  
Minimize  
Multiply  
Project  
Purchase  
Record  
Reduce  
Solve  
Universal  
Act  
Apply  
Contribute  
Define  
Diagnose  
Effect  
Eliminate  
Emphasize  
Navigate  
Offer  
Perform  
Register  
Respond  
Serve  
**\*Verbs Not  
Recommended**  
\*Aid  
\*Assist  
\*Deal  
\*Handle  
\*Help  
\*Learn  
\*Receive  
\*Responsible For  
\*Understand  
\*Work With

# TRANSFERRABLE SKILLS LIST

## Verbal Communication

- Perform and entertain before groups
- Speak well in public appearances
- Confront and express opinions without offending
- Interview people to obtain information
- Handle complaints in person over phone
- Present ideas effectively
- Persuade/influence others to a point of view
- Sell ideas, products or services
- Debate ideas with others
- Participate in group discussions and teams

## Nonverbal Communication

- Listen carefully and attentively
- Convey a positive self image
- Use body language to make others comfortable
- Develop rapport easily with groups of people
- Establish culture to support learning
- Express feelings through body language
- Promote concepts through a variety of media
- Believe in self worth
- Respond to non-verbal cues
- Model behavior or concepts for others

## Written Communication

- Write technical language, reports, manuals
- Write poetry, fiction plays
- Write grant proposals
- Prepare and write logically written reports
- Write copy for sales and advertising
- Edit and proofread written material
- Prepare revisions of written material
- Utilize all forms of technology for writing
- Write case studies and treatment plans
- Demonstrate expertise in grammar and style

## Train/Consult

- Teach, advise, coach, empower
- Conduct needs assessments
- Use a variety of media for presentation
- Develop educational curriculum and materials
- Create and administer evaluation plan
- Facilitate a group
- Explain difficult ideas, complex topics
- Assess learning styles and respond accordingly
- Consult and recommend solutions
- Write well organized and documented reports

## Analyze

- Study data or behavior for meaning and solutions
- Analyze quantitative, physical and/or scientific data
- Write analysis of study and research
- Compare and evaluate information
- Systematize information and results
- Apply curiosity
- Investigate clues
- Formulate insightful and relevant questions
- Use technology for statistical analysis

## Research

- Identify appropriate information sources
- Search written, oral and technological information
- Interview primary sources
- Hypothesize and test for results
- Compile numerical and statistical data
- Classify and sort information into categories
- Gather information from a number of sources
- Patiently search for hard-to-find information
- Utilize electronic search methods

## Plan and Organize

- Identify and organize tasks or information
- Coordinate people, activities and details
- Develop a plan and set objectives
- Set up and keep time schedules
- Anticipate problems and respond with solutions
- Develop realistic goals and action to attain them
- Arrange correct sequence of information and actions
- Create guidelines for implementing an action
- Create efficient systems
- Follow through, insure completion of a task

## Counsel and Serve

- Counsel, advise, consult, guide others
- Care for and serve people; rehabilitate, heal
- Demonstrate empathy, sensitivity and patience
- Help people make their own decisions
- Help others improve health and welfare
- Listen empathically and with objectivity
- Coach, guide, encourage individuals to achieve goals
- Mediate peace between conflicting parties
- Knowledge of self-help theories and programs
- Facilitate self-awareness in others

# TRANSFERRABLE SKILLS LIST

## Interpersonal Relations

- Convey a sense of humor
- Anticipate people's needs and reactions
- Express feelings appropriately
- Process human interactions, understand others
- Encourage, empower, advocate for people
- Create positive, hospitable environment
- Adjust plans for the unexpected
- Facilitate conflict management
- Communicate well with diverse groups
- Listen carefully to communication

## Leadership

- Envision the future and lead change
- Establish policy
- Set goals and determine courses of action
- Motivate/inspire others to achieve common goals
- Create solutions to complex problems
- Communicate well with all levels of the organization
- Develop and mentor talent
- Negotiate terms and conditions
- Take risks, make hard decisions, be decisive
- Encourage the use of technology at all levels

## Management

- Manage personnel, projects and time
- Foster a sense of ownership in employees
- Delegate responsibility and review performance
- Increase efficiency to achieve goals
- Develop and facilitate work teams
- Provide training for development of staff
- Adjust plans/procedures for the unexpected
- Facilitate conflict management
- Communicate well with diverse groups
- Utilize technology to facilitate management

## Financial

- Calculate, perform mathematical computations
- Work with precision with numerical data
- Keep accurate and complete financial records
- Perform accounting functions and procedures
- Compile data and apply statistical analysis
- Create computer generated charts for presentation
- Use computer software for records and analysis
- Forecast, estimate expenses and income
- Appraise and analyze costs
- Create and justify organization's budget

## Administrative

- Communicate well with key people in organization
- Identify and purchase necessary resource materials
- Utilize computer software and equipment
- Organize, improve, adapt office systems
- Track progress of projects and troubleshoot
- Achieve goals within budget and time schedule
- Assign tasks and sets standards for support staff
- Hire and supervise temporary personnel as needed
- Demonstrate flexibility during crisis
- Oversee communication, email and telephones

## Create and Innovate

- Visualize concepts and results
- Intuit strategies and solutions
- Execute color, shape and form
- Brainstorm and make use of group synergy
- Communicate with metaphors
- Invent products through experimentation
- Express ideas through art form
- Remember faces, accurate spatial memory
- Create images through, sketches, sculpture, etc.
- Utilize computer software for artistic creations

## Construct and Operate

- Assemble and install technical equipment
- Build a structure, follow proper sequence
- Understand blueprints and architectural specs
- Repair machines
- Analyze and correct plumbing or electrical problems
- Use tools and machines
- Master athletic skills
- Landscape and farm
- Drive and operate vehicles
- Use scientific or medical equipment

# First Name Last Name

Address | Email | Phone Number  
LinkedIn

## EDUCATION

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**Texas Christian University** Fort Worth, TX  
Bachelor of Arts – Double Major in Economics and Communications Expected Graduation: May 2021

**Honors/Awards:** TCU Community Scholar, Dell Scholar, Mexican American College Education (MACE) Scholar, Neeley Entrepreneurial Intern Scholar, TCU Leadership Scholar, and Ronald E. McNair Scholar

**Universidad Carlos III de Madrid** Madrid, ES  
Study Abroad – Business/Managerial Economics January – May 2020

## EXPERIENCE

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**TechFW** Fort Worth, TX  
*Marketing Communications – Intern* June 2020 – July 2020

- Created, edited, and launched a new podcast series with the purpose of spreading innovative business ideas for 50+ TechFW business clients
- Collaborated on the implementation of a CRM system that increased efficiency when tracking sales, distributing weekly newsletters, and communicating with investors, mentors, and entrepreneurs
- Interviewed business founders that have gone through TechFW's incubator and accelerator programs to develop weekly success stories that serve as a testimony of TechFW's impact on startups
- Researched and executed digital marketing strategies to expand the target audience for social network platforms, resulting in a 45% increase in social media engagement
- Analyzed business model canvas, providing valuation analysis to identify potential mergers and acquisitions

**Univision Communications, Inc.** Dallas, TX  
*Marketing, Sales, and Promotions – Intern* June 2019– August 2019

- Developed quarterly recap events, news sponsorship opportunities, and revamped the B2B website, increasing commercial time sales by 12%
- Administered endorsement sheets, reports, and contracts for 100+ local and national sponsors to ensure that the allocation of budget accounts was accurate
- Leveraged relationships with clients to negotiate the sales of advertising, resulting in over \$600,000 of revenue for Latino Mix Live (LML), the biggest summer concert in the DFW metroplex, and reduced company risk of spending on concert equipment by 13% of the total budget
- Facilitated with scriptwriting, producing, and starring for LML Nissan commercial to promote the 2019 Nissan Rogue
- Crafted social media engagement plans by conducting competitive data analysis to increase the target audience on radio advertising and media promotions, resulting in the expansion of ticket sales profits by 20%

**Texas State Representative District Office** Fort Worth, TX  
*Intern* January 2019 – May 2019

- Coordinated neighborhood association meetings of 100+ diverse audience members in the communities of Fort Worth to educate them about House Bills being passed in the Texas State Capitol
- Executed awareness on the importance of voting and reaching out to local officials by performing presentations to local high schools in the area

**Dillard's, Inc.** Hurst, TX  
*North East Mall – (Top 10) Sales Associate* May 2018– August 2018

- Ensured to exceed daily quota sales of \$1,000 - \$3,000 and activate numerous credit card accounts by building trustworthy relationships through exceptional customer service and interpersonal skills, resulting in an increase of loyal customers
- Evaluated customer insights and engaged with the marketing department to construct retail space more appealing

## LEADERSHIP & COMMUNITY INVOLVEMENT

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- **TCU First-Year Mentor** May 2020 – Present
- **TCU Campus Ambassador** January 2018 – Present
- **Trinity Habitat for Humanity Volunteer** August 2017 – Present
- **Tarrant Area Food Bank Volunteer** August 2017 – Present
- **TCU GlobalEx Digital Marketing Guide and Group Leader** August 2017 – May 2019

## SKILLS & CERTIFICATIONS

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- **Bilingual:** Fluent reading, writing, and speaking in English and Spanish
- **Skills:** Microsoft Word, Outlook, Adobe Photoshop and Premiere Pro, Google Analytics, Power BI, Tableau, STATA, Audacity Podcasting, Website Development, and CRM Implementation
- **Certifications:** Microsoft PowerPoint and Excel Specialist, and AT&T Summer 2020 Learning Academy Extern

# FIRST NAME LAST NAME

Email | Phone | LinkedIn | Portfolio Website

## EDUCATION

Texas Christian University, Fort Worth, TX  
Bachelor of Arts in Writing | Bachelor of Arts in Theatre  
GPA: 3.95

May 2021

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## HONORS

- Dean's List: 8 semesters
- Pi Epsilon Pi Writers Honor Society
- Phi Beta Kappa Initiate and Senior Scholar 2021
- TCU English Senior Scholar

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## PROFESSIONAL EXPERIENCE

TCU English Department, Fort Worth, TX

*Gauthier Apprentice*

June 2020 – May 2021

- Developed and launched two creative series in the fall 2020 semester to encourage interaction among department students and staff
- Managed three TCU English social media accounts: Facebook, Instagram, and Twitter
- Collaborated with department faculty and staff on research assignments and other initiatives

The Borgen Project, Seattle, WA

*Editing Intern*

May 2020 – August 2020

- Organized and launched an original fundraising campaign on behalf of The Borgen project that successfully raised over \$500
- Streamlined articles for The Borgen Project's blog by completing 12 high quality line edits each week by the designated deadline
- Ensured assigned articles met SEO guidelines by reviewing content for scheduled posts

William L. Adams Center for Writing, Fort Worth, TX

*Consultant*

August 2018 – September 2020

- Utilized interpersonal skills to assess and effectively communicate the strengths and weaknesses of student writing
- Applied problem-solving skills and writing convention knowledge to assist 25+ college-level students a week with improving writing techniques and content of papers
- Assist with administrative tasks of the office such as answering phones and administering high quality customer service

Circle Theatre, Fort Worth, TX

*Box Office/Admin Intern*

June 2019 – December 2019

- Amplified the theatre experience of 50-100+ customers' each show by administering high quality customer service
- Maximized quality of customer care with efficient and accurate organizational skills

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## CAMPUS INVOLVEMENT

- Secretary: Theatre TCU Black Excellence *Fall 2020 – Spring 2021*
- Leaders 4 Life Mentorship Program *Spring 2018 – Spring 2021*
- Theatre TCU *Fall 2017 – Spring 2021*
- Student Co-Director: *For Bo* *Spring 2021*
- Director: *Twilight Los Angeles: 1992* staged reading *Spring 2021*
- Editor in Chief: Women's Center Chapbook *Spring 2021*
- Sophomore Getaway Director Board *Spring 2020*
- Leadership Adventures Facilitator *Fall 2018*

# Sample English Resume

First Name  
Last Name

## EDUCATION

Texas Christian University, Fort Worth, TX  
*Bachelor of Arts in English*  
Minor: Communication Studies  
December 2019  
GPA: 3.6

*John V. Roach Honors College*  
August 2015 – December 2019

Study Abroad: Coming of Age as a Global  
Citizen, London, England, Summer 2017  
*Studied British classics, film-making, and  
refined writing skills*

## SKILLS

Proficient in Publisher, Adobe  
InDesign, CisionPoint,  
Microsoft Word

## CONTACT INFORMATION

123 Frog Street  
Fort Worth, TX 77777  
817-257-2222  
first.last@tcu.edu  
www.personalwebsite.com

## PROJECTS

- Developed public service print ad on mental health issues, included in TCU magazine
- Wrote a 10-page research paper on the theory of creativity
- Published 5 articles based on interviews with 10 TCU staff

## EXPERIENCE

**William L. Adams Center for Writing** | Fort Worth, TX  
**Writing Center Tutor** | August 2018-Present

- Schedule 30+ appointments per week for research, drafts, and final edits with 5 staff writers
- Develop teaching and training materials such as handouts and study materials for students and professors

**TCU Press** | Fort Worth, TX

**Marketing Intern** | February 2018-June 2018

- Assisted with event planning and social media outreach, leading to a 30% increase in subscribers over 6 months
- Drafted public relations materials, including news releases and catalog copy using Publisher
- Designed brochures, flyers and ads using Adobe InDesign
- Collaborated with 10 staff members to improve company website, resulting in 150 site visits in the first week of new launch

**Immotion Studios** | Fort Worth, TX

**Social Media Intern** | October 2017-January 2018

- Created marketing content for 5 local clients via their Twitter, Facebook and Instagram platforms
- Drafted news releases, client meeting summaries, and status reports using Publisher and Microsoft Word
- Developed and updated media lists using CisionPoint software
- Monitored press clips and prepared social media reports

**Ralph Lauren** | Dallas, TX

**Assistant Manager** | January 2015-September 2017

- Awarded “Employee of the Month” for improving sales by 25%
- Collaborated with General Manager to delegate tasks to 5 employees and design a training manual
- Assisted customers by providing information and resolving complaints

# Sample History Resume

## First Name Last Name

123 Frog Street • Fort Worth, TX 77777  
817-257-2222 • first.last@tcu.edu • www.linkedin.com/in/firstlast

### EDUCATION

Texas Christian University, Fort Worth, TX  
**Bachelor of Arts in History**, May 2019  
Minors: French and Geography  
Cumulative GPA: 3.5, Major GPA: 3.8

### RESEARCH EXPERIENCE

**History Major Seminar**, Summer 2018  
Conducted independent research on colonial Mexican maps and produced a curated exhibit

### RELEVANT EXPERIENCE

#### **GIS Intern**, Fort Worth, TX

The Schneider Corporation, August 2018 – Present

- Enter information into databases for eventual generations of maps
- Conduct ArcGIS conversions by scanning, digitizing, plotting and creating maps
- Collaborate with 5 interns for project planning and implementation

#### **Front Desk Assistant**, Fort Worth, TX

TCU Brown Lupton University Union, May 2017 – April 2018

- Responded to questions, managed files, and completed projects in a timely manner
- Ensured that the front desk ran smoothly when office manager was absent
- Answered 20+ calls daily and directed to appropriate department

#### **Student Assistant**, Fort Worth, TX

TCU History Department, January 2017 – May 2017

- Determined nature and purpose of visit and directed to specific destination
- Maintained and updated calendar daily for 15 faculty
- Communicated with students and faculty to answer questions and scheduled appointments

#### **Student Affairs Committee**, Fort Worth, TX

TCU Student Government Association, March 2016 – December 2016

- Assisted in planning 5 events, including Homecoming, Family Weekend, and Howdy Week
- Interacted and networked with SGA campus leaders to gain insight into the organization
- Collaborated with freshman class to plan the “Big Project” with budget of \$8,000

### HONORS & MEMBERSHIPS

- Student Member, Association of American Geographers, January 2018 – Present
- Member, Phi Alpha Theta National Honor Society, August 2017 – Present
- Recipient, Ben H. Proctor Scholarship (TCU History Department), August 2016

### SKILLS

ArcGIS, ArcView, Adobe Photoshop, Microsoft Office Suite; Data Modeling and Analysis

### ADDITIONAL EXPERIENCE

**Guide Volunteer**, Kimbell Art Museum, Fort Worth, TX, September 2016 – Present

**Camp Counselor**, Camp Carlton, Mesquite, TX, February 2016 – March 2016

# Sample Political Science Resume

## First Name Last Name

123 Frog Street | Fort Worth, TX 77777 | (817) 257-2222 | first.last@tcu.edu

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### Education

**Bachelor of Arts in Political Science**, December 2018

Emphasis in International Relations, Minor in Comparative Race & Ethnic Studies  
Texas Christian University, Fort Worth, TX

**Political Science Distinction Program**, Fort Worth, TX, August 2016 – Present

- Collaborate with political science professors regarding current political topics, evaluation of research studies, and participate in leadership seminars

### Internships

Office of Senator John H. Johnson

Denton, TX

**Administrative Intern**

October 2017 – Present

- Organize electronic correspondence from 200+ constituents using Excel
- Research and summarize constituent interests, through 20+ in person meetings per week
- Collaborate with 5 interns to monitor status of active bills and provide updated information

Office of State Senator Royce West

Dallas, TX

**Intern**

May 2017 – September 2017

- Wrote and proofread letters to federal agencies on behalf of the Senator
- Welcomed visitors to the office and led daily tours
- Researched legislation for policy staff and drafted 10+ press releases per month
- Answered 20+ constituent calls and letters per week on various issues

### Experience

TCU Model United Nations Program

Fort Worth, TX

**Delegate**

January 2017 – May 2017

- Simulated workings of the United Nations as representative of one of the member states
- Researched policies of designated country on topics, including international trade and development, international conflict, human rights, and the environment
- Participated in annual conference to improve negotiating, public speaking and writing skills

American Alliance of Museums

Keller, TX

**Campaign Associate**

August 2016 – January 2017

- Provided technical and administrative support to the Campaign Team of 25
- Assisted with special event support, while delegating and leading projects and assignments
- Processed procurement requests, created Excel spreadsheets, and facilitated donor services

### Honors and Involvement

Meals on Wheels, March 2017 – Present

Pi Sigma Alpha Honor Society, January 2017 – Present

TCU Moot Court, May 2016 – December 2016

### Skills

Proficient in Statistical Package for the Social Sciences (SPSS) and Microsoft Excel

Fluent in English and Spanish; Conversational French

# Sample Criminal Justice Resume

## First Name Last Name

123 Frog Street | Fort Worth, TX 77777 (817) 257-2222 | first.last@tcu.edu

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### EDUCATION

**Master of Science in Criminal Justice and Criminology**  
**Bachelor of Science in Criminal Justice**  
Texas Christian University, Fort Worth, TX

August 2020  
December 2018

### INTERNATIONAL EXPERIENCE

Criminal Justice Scandinavia (Norway, Denmark, and Sweden)

Summer 2017

- Participated in a tour of the Haldon Prison in Norway, visited criminal and appellate courts in Oslo, observed lectures at the University of Stockholm, and attended tour of Christiania commune in Copenhagen

### EXPERIENCE

Calvary Church, Fort Worth, TX

#### **Executive Coordinator to Senior Pastor**

March 2018 – Present

- Plan vacation bible school and cultural programs for 90+ children
- Develop church response survey to assess theological maturity of surrounding community
- Provide training and assistance to youth minister and 5 interns with summer projects

Student Veterans Alliance - Texas Christian University, Fort Worth, TX

#### **President**

January 2018 – Present

- Oversee academic files for 250 students using the GI Bill for the office of Veterans Certification
- Coordinate the Yellow Ribbon Scholarship totaling \$2,000 a year
- Received a perfect inspection rating from the Veterans Commission for 2015-2016 academic year
- Implement weekly newsletter to keep students and faculty aware of news and events

District Attorney's Office, Fort Worth, TX

#### **Program Intern**

August 2016 – December 2017

- Observed local, state, and federal hearings and reported findings to Assistant District Attorney
- Gained knowledge of state legal practices and implemented ideas for district outreach
- Observed workings of local city government practices, while maintaining project deadlines

United States Marine Corps, Fort Worth, TX

#### **Purchasing Manager**

February 2012 – July 2016

- Conducted negotiation of contracts and formulated policies with suppliers
- Directed and coordinated activities of 30 personnel engaged in buying, selling, and distributing materials, equipment and machinery
- Interviewed and hired 25 staff and oversaw monthly staff training and development
- Prepared and processed requisitions and oversaw \$20 million in equipment

### HONORS

Alpha Phi Sigma Criminal Justice Honor Society, *Member*, May 2017 – Present  
Outstanding Military Service Award, *Recipient*, June 2015

### INVOLVEMENT

Southwestern Association of Criminal Justice, *Student Member*, March 2016 – Present  
Criminal Justice Society, *Vice President*, January 2016 – Present

**First Name Last Name**

Address // phone number // email // LinkedIn

**EDUCATION**

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**Texas Christian University**, Fort Worth, TX

Bachelor of Science in Criminal Justice and Political Science

May 2022

GPA: 3.63

**WORK EXPERIENCE**

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**Congresswoman Kay Granger**

*Congressional District Intern*

January 2021 – Present

- Answer Constituent phone calls and open mail to log comments to be passed onto Kay Granger for IQ
- Convey messages of potential casework to Kay Granger’s casework team to benefit the district’s Constituents

**RCW Media Productions, Inc.**, Virtual

*Archival Production Intern*

September 2020 – Present

- Assist in archival logging of materials for a feature length film documentary: Marian Anderson: The Whole World in Her Hands
- Find and log material from the internet and other sources, such as library databases, in order to accurately organize data in Google Systems to be used in the documentary
- Incorporate narration and interviews into the different Acts on the script in chronological order

**U.S. Department of Veteran Affairs**, Virtual

*Researcher Intern – Digital Media Engagement Team*

May 2020 – Present

- Fact check and research write ups and graphics that are used for Veteran of the Day posts before they are published to an audience averaging more than 4 million per month to ensure the accuracy of information in the posts
- Research Native American involvement in the military and assist in writing the script for an upcoming podcast series to be released in the spring
- Communicate with team members through Slack, Cisco Webex, and Trello from a variety of time zones
- Collaborated with team members on the Veterans Outreach Activities Report for Congress with a focus on identifying quantitative outcomes and gathering information to be used in the narratives for the VA offices

**Simply Fondue**, Livermore, California

*Host*

May 2019 – August 2019

- Managed server rotation based off of any special requests made, resulting in efficient customer service while serving customers simultaneously
- Communicated with customers in person and over the phone throughout the shift using strong verbal and personal skills to maintain a welcoming environment

**Challenge Island – Bay Area**, Bay Area, CA

*Instructor*

May 2019 – August 2019

- Taught summer camp STEAM (Science, Technology, Engineering, Art, Math) classes to 12 to 30 students per class by creating teacher plans in advance for the week while also having flexibility for changes
- Transported materials and supplies daily to various schools/community centers where classes were taught requiring preparation and time management as locations ranged from 5 to 20 miles away

**CAMPUS INVOLVEMENT**

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- Criminal Justice Society August 2019 – Present
- International Justice Mission August 2019 – Present
- Alpha Chi Omega – Iota Lambda Chapter August 2018 – Present

**AWARDS**

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- TCU Dean’s List
- TCU Scholar
- Sandia Federal Credit Union Scholarship
- TCU Scholarship

**SKILLS**

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- California Seal of Biliteracy (Spanish)
- Proficient in Microsoft & Google Programs
- Proficient in Slack and Trello
- Experience with STATA & SPSS

**Permanent Address**

123 Elm Rd  
Atlanta, GA 88888

**FIRST NAME LAST NAME**

firstname.lastname@tcu.edu  
817-257-2222

**Current Address**

123 Frog Street  
Fort Worth, TX 77777

**EDUCATION**

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**Texas Christian University**, Fort Worth, TX

AddRan College of Liberal Arts

*Bachelor of Arts, International Economics*

Minor in Urban Studies

Expected graduation May 2022

**EXPERIENCE**

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**City of Atlanta**, Atlanta, GA

*Financial Services Intern*

June 2021-Present

- Update financial records with incoming cash requests
- Communicate with community members and various departments to answer questions and resolve conflicts, while maintaining a positive image for the City
- Forecast future budget demands based on reviewed expenditure reports

**NRC Research**, Washington, DC

*Public Interest Research Fellowship*

July 2020

- Analyzed data from the 2017 New Orleans, Louisiana public database to quantify the effects of the Charter school movement on the household incomes
- Ran statistical regressions, covered these findings into graphs and tables, and communicated the results in a 20-page capstone paper
- Presented findings and answered follow-up questions at the NRC summer research fair

**LEADERSHIP**

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**TCU Student Government Association**

*Student Body Treasurer*

September 2019-May 2020

- Networked with TCU faculty and community partners in order to secure grants and donations to support student government initiatives
- Raised \$2,100 to sponsor the October It's On Us campaign, fighting against sexual assault on college campuses

**Tarrant Area Food Bank**

*Special Projects Team*

November 2018

- Led a 16-person team through fundraising and event preparation for the 2017 Tarrant Area food bank Thanksgiving Feast
- Served 560 individuals in-need at the Thanksgiving Feast event
- Designed and distributed flyers about the additional support that the Tarrant Area Food Bank offers

**INVOLVEMENT**

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TCU Forensics: Speech and Debate, Member

TCU Emerging Leaders, Participant

International Justice Mission, Member

Greek Organization, Member

**HONORS AND SKILLS**

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- 1<sup>st</sup> Place in the 2019 Southern Forensics Championship; Dean's Honor List 2017, 2018
- Expert in Microsoft Office (Word, Excel, Outlook, PowerPoint, Publisher, Access, Outlook), APA, MLA, and Chicago style formatting; Proficient in Stata/IC statistical software; Knowledge of Photoshop and Lightroom

# Sample Sociology & Spanish Resume

## First Name Last Name

123 Frog Street  
Fort Worth, TX 77777

first.last@tcu.edu  
(817) 257-2222

### EDUCATION

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Texas Christian University, Fort Worth, TX

#### **Bachelor of Arts**

May 2019

Double Major: Sociology & Spanish and Hispanic Studies

Double Minor: Anthropology & Religion

### LANGUAGES

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- Advanced written and oral competency in Spanish
- Conversational American Sign Language

### LEADERSHIP EXPERIENCE

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**Omega Delta Phi Service Fraternity**, Fort Worth, TX

March 2017 - Present

*Vice President of Recruitment*

- Record detailed information from bi-weekly chapter meetings
- Inform 100+ members of upcoming events, meetings and news
- Maintain 20+ community service hours monthly expected from the chapter

**Anthropological Society**, Fort Worth, TX

October 2016 - March 2017

*President*

- Managed weekly meetings of 15 - 20 members and developed agendas
- Oversaw budget of \$2,000+ for event planning and secured guest speakers for employer panels
- Planned industry knowledge events including visits to local agencies and museum tours

### EXPERIENCE

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**Fort Worth ISD**, Fort Worth, TX

May 2017 - Present

*Spanish Tutor*

- Conduct private tutoring sessions with individuals and small groups of 10 + students to improve academic performance, occupational skills, or prepare for academic tests
- Serve as reading coach for bilingual students at Mary Louise Elementary School
- Teach study skills, note taking skills, and note taking strategies daily

**Carter Center for Research**, Dallas, TX

May 2015 - April 2017

*Research Analyst*

- Prepared, manipulated, and managed extensive Geographical Information Systems databases
- Assisted with the preparation of project related reports, manuscripts, and presentations
- Performed descriptive and multivariate statistical analysis of data, using SPSS software
- Verified the accuracy and validity of data entered in databases, correcting any errors

### CAMPUS INVOLVEMENT AND AWARDS

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*Member*, Sociological Society

May 2017 - Present

*Member*, La Mesa Hispanica

May 2016 - Present

*Recipient*, Antonio Rivaes Scholastic Award

May 2017

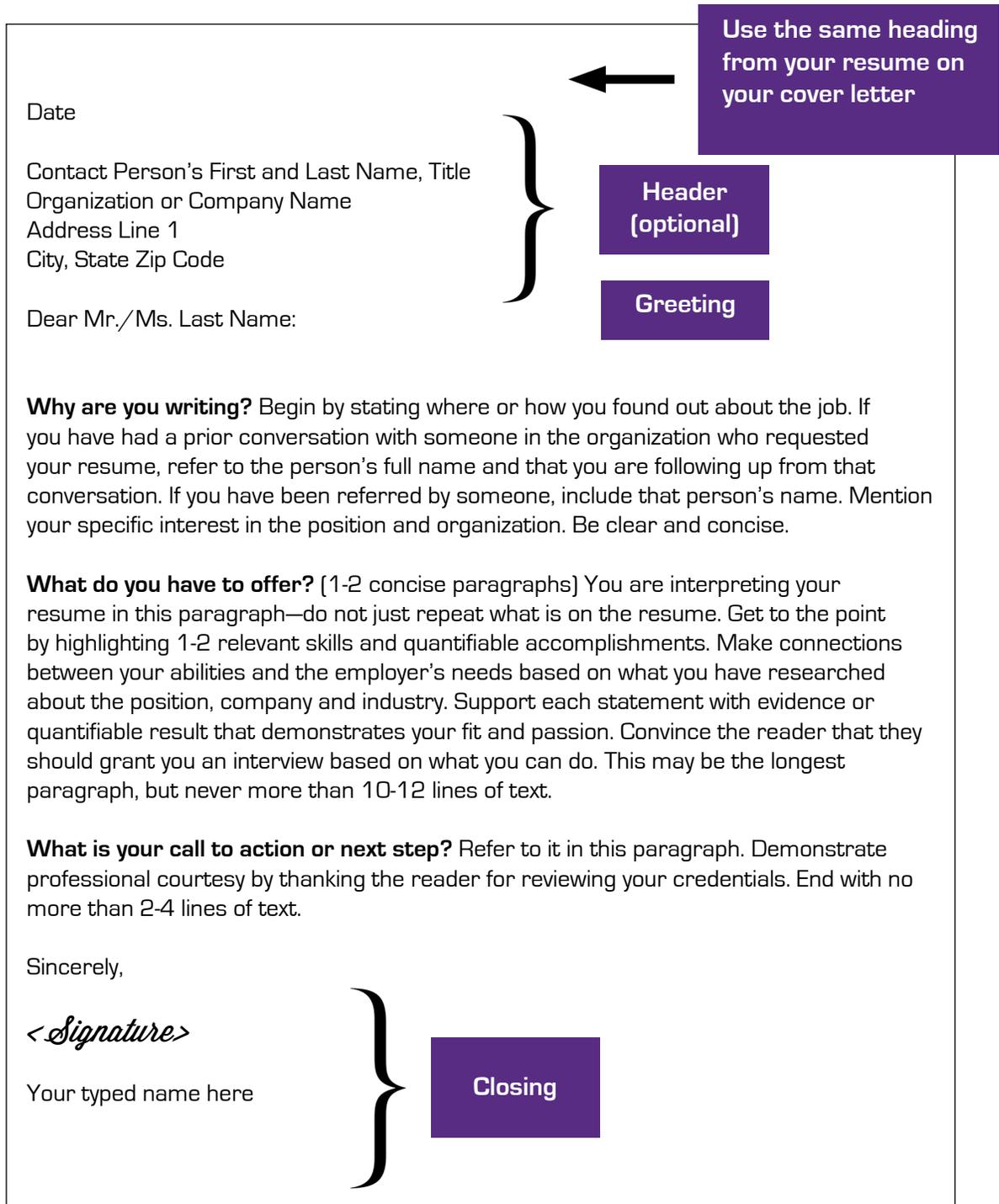
### RELEVANT COURSEWORK

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The Practice of Spanish Translation  
Spanish for Business

Service Learning in the Latino Community  
Advanced Spanish Grammar

# ANATOMY OF A COVER LETTER



## QUICK TIPS



Research and demonstrate your knowledge of the organization in the context of why you are qualified.



Interpret your resume. Communicate how you can contribute to the organization in this role.



Proofread! Proofread! Proofread! Spelling errors and bad grammar or syntax leave a negative impression.

## A Matching Game

Develop Your Cover Letter Content

<b>Job/Internship Requirements</b> What are the employer's top needs?	<b>You</b> How do I meet these needs?
Skills:	Skills:
Knowledge:	Knowledge:
Experience:	Experience:
Why them? What do I know about the employer? Why do I want to support their mission/purpose?	Why you? Why am I a good match for the position/employer? Have I made a connection between the employer's needs and my talents?

# REFERENCE PAGE

WHO YOU CAN ASK: Professors, Former Employers, Academic Advisors, Volunteer Supervisors, or Other Professional Acquaintances.



Be sure to **ASK YOUR REFERENCES PERMISSION IN PERSON PRIOR TO USING THEM** in your application process and send them a copy of your resume and job description.

## Sample Reference Sheet

	FIRST NAME LAST NAME 2800 S. University Drive Fort Worth, TX 76129 817-257-2222 first.last@tcu.edu	Use the same heading from your resume on your reference sheet
<b>REFERENCES</b>		List 3-5 references on your reference page
<b>Dr. Joseph Smith</b> <i>Professor</i> Texas Christian University 2800 S. University Drive Fort Worth, TX 76129 817-257-2222 j.smith@tcu.edu		Include your reference's full name and title
		Make sure that contact information is accurate and current
<b>Gabrielle Brown</b> <i>Volunteer Coordinator</i> Meals on Wheels 2800 S. University Drive Fort Worth, TX 76110 817-257-2222 g.brown7@tcu.edu		
<b>Tanya Carson</b> <i>Supervisor</i> TCU Campus Bookstore 2800 S. University Drive Fort Worth, TX 76129 817-257-2222 tanya.carson@tcu.edu		

References are to be listed on a separate page, NOT as a part of your resume. On most applications, there will be a separate space for you to type in references and their contact information.

Keep in contact with your references for future opportunities.



STUDENT AFFAIRS

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Center for Career &  
Professional Development

[careers.tcu.edu](https://careers.tcu.edu)

Revised 10/2021