

Jamie T. Student

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EDUCATION

Virginia Commonwealth University (VCU), Richmond, VA | May 2019

Bachelor of Arts in Homeland Security and Emergency Preparedness

Minor in Spanish

GPA: 3.0

VCU Dean's List | 2015-2017

(OPTIONAL) Name of Previous University/College (Abbreviation), City, State

Official name of degree with major, minor

GPA: Overall/Major, Anticipated Graduation Date: Month, Year

RELEVANT COURSEWORK

Emergency Planning & Incident Management

- Wrote papers and performed in-class exercises to demonstrate knowledge of emergency preparedness and disaster mitigation, including planning, response and recovery.

International Relations

- Analyzed international institutions, interstate relations, international political, social, military, and economic trends

Statistics

- Examined the fundamentals of statistical analysis to locate, read, understand and critique information to make sound decisions

LAW ENFORCEMENT EXPERIENCE [Tailor section heading to industry/type of experience]

Organization, City, State | Month Year – Month Year (Length of time at job)

Job title

- Start with action verb and state what you did
- Action statement highlighting specific example(s)
- Use consistent verb tenses and vary action verb usage

Henrico County Police Department, Richmond, VA | August-November 2014

Intern

- Assisted Booking Officer with daily intake processing and fingerprinting
- Improved organization by developing a new filing system for 500 intake records
- Observed interrogation of suspects and assisted with transcription of interview notes daily

COURSE RESEARCH PROJECT

Western European Economy: Then and Now | April 2017

- Analyzed the past and present financial concerns of Western Europe
- Conducted literature review on historical implications of changes in economic wealth in Western Europe
- Compared modern and previous economic structures and methods through qualitative analysis

COMMUNITY ENGAGEMENT

- Eta Lambda Sigma Homeland Security Fraternity | August 2013-Present

ADDITIONAL EXPERIENCE

PetSmart, Richmond, VA | May 2011-Present

Associate

- Answer customers' questions and help with finding items upon request
- Operate cash register and assist with totaling daily receipts
- Manage assigned section to ensure shelves are stocked and area is clean for customers as they shop

SKILLS

[Section could also include lab skills, social media platforms, business or other skills as appropriate]

Language:

- Spanish: novice speaker; intermediate understanding

Computer:

- Proficient in: Microsoft Word, Microsoft PowerPoint, Microsoft Excel
- Familiar with: Google Suite, Adobe Photoshop, Prezi, Linux, Sigma Plot

Resume Action Verbs

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Example: Train 20+ new employees in computer procedures over a 2-year period.

Administered	Delegated	Executed	Instituted	Prioritized
Assigned	Developed	Generated	Led	Produced
Attained	Directed	Headed	Managed	Recommended
Chaired	Eliminated	Hired	Motivated	Reorganized
Consolidated	Enhanced	Improved	Organized	Reviewed
Contracted	Enforced	Incorporated	Oversaw	Scheduled
Coordinated	Established	Increased	Planned	Strengthened
Decided	Evaluated	Inspected	Presided	Supervised

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Example: Presented to groups of 30+ transfer students on a weekly basis concerning university policies and procedures.

Addressed	Convinced	Expressed	Negotiated	Reported
Advertised	Cooperated	Formulated	Observed	Resolved
Arranged	Corresponded	Influenced	Participated	Responded
Collaborated	Defined	Interpreted	Persuaded	Spoke
Communicated	Directed	Interviewed	Presented	Suggested
Composed	Drafted	Judged	Promoted	Summarized
Condensed	Drew up	Lectured	Publicized	Synthesized
Confronted	Edited	Marketed	Reconciled	Talked
Consulted	Elicited	Mediated	Recruited	Translated
Contacted	Explained	Moderated	Referred	Wrote

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Example: Tested two strains of E. coli to demonstrate the process of genetic transfer (E. coli Hfr strain sen-sitive to streptomycin, and E.coli strain resistant to streptomycin).

Analyzed	Evaluated	Interviewed	Reviewed
Clarified	Examined	Invented	Solved
Collected	Extracted	Investigated	Summarized
Compared	Formulated	Located	Surveyed
Conducted	Gathered	Measured	Systematized
Determined	Identified	Organized	Tested
Disproved	Interpreted	Researched	

Technical`G_J`g

Example: Designed and oversaw the implementation of new computer filing system that reduced paper use by 35%

Applied	Conserved	Developed	Programmed
Assembled	Constructed	Installed	Resolved
Built	Designed	Maintained	Specialized
Calculated	Determined	Operated	Upgraded

Resume Action Verbs

Teaching Skills

Example: Advised a classroom of 30 students about the policies and procedures as related to plagiarism.

Adapted	Coordinated	Facilitated	Stimulated
Advised	Critiqued	Guided	Taught Trained
Arranged	Developed	Individualized	Transmitted
Communicated	Enabled	Instructed	Tutored
Conducted	Evaluated	Motivated	
	Explained	Set goals	

Creative Skills

Example: Scripted, planned, and created animated narrative sequences under tight deadlines, using computer software and hand drawing techniques.

Acted	Decorated	Fashioned	Invented	Photographed
Authored	Designed	Formulated	Made	Planned
Composed	Directed	Founded	Modeled	Revised
Conceptualized	Displayed	Illustrated	Originated	Shaped
Created	Entertained	Introduced	Performed	

Helping Skills

Example: Provided academic support for 30+ at-risk primary school students through comprehensive after-school program two times per week.

Advocated	Counseled	Familiarized	Mentored
Aided	Diagnosed	Furthered	Provided
Answered	Educated	Helped	Referred
Cared for	Encouraged	Influenced	Rehabilitated
Clarified	Facilitated	Insured	Simplified

Organizational Skills

Example: Compile, copy, sort, and file records of office activities and business transactions daily.

Approved	Collected	Implemented	Processed	Programmed
Arranged	Compiled	Inspected	Provided	Resolved
Cataloged	Corresponded	Maintained	Recorded	Specialized
Categorized	Detailed	Monitored	Reviewed	Upgraded
Charted	Distributed	Operated	Scheduled	Verified
Classified	Filed	Organized	Sorted	
Coded	Generated	Prepared	Submitted	

Resume Action Verbs

Financial Skills

Example: Forecast the prices at which securities should be syndicated and offered to the public.

Analyzed	Computed	Planned
Appraised	Developed	Projected
Audited	Estimated	Reconciled
Balanced	Forecasted	Reduced
Budgeted	Managed	Researched
Calculated	Marked	

More Verbs

Accomplished	Dispensed	Integrated	Promoted	Repaired
Achieved	Effectuated	Learned	Proofread	Represented
Acknowledged	Electrified	Listened	Proposed	Reserved
Adjusted	Endured	Logged	Protected	Resolved
Affected	Enlisted	Manipulated	Purchased	Scanned
Anticipated	Exchanged	Maximized	Quoted	Screened
Approached	Expanded	Merchandised	Ran	Selected
Asserted	Expedited	Met	Raised	Served
Assessed	Experienced	Minimized	Read	Sketched
Assisted	Explored	Navigated	Realized	Sold
Attended	Followed	Negotiated	Received	Sparked
Conceived	Found	Obtained	Rectified	Spearheaded
Conciliated	Governed	Perceived	Redesigned	Staffed
Contributed	Handled	Perfected	Reduced	Studied
Controlled	Improved	Pioneered	Related	Succeeded
Delivered	Informed	Preserved	Remodeled	Traveled
Detected	Initiated	Printed	Rendered	Treated
Devised	Innovated		Renewed	United

RESUME RUBRIC

	5	4	3	2	1
Overall Appearance/ Formatting	Fills page, is not crowded, with use of white space between entries and sections. Consistent in font style/size and layout. Content is clear. Organized with the most relevant information first. Appropriate contact information is listed.	Consistent in style but has white space/does not fill up a page. Important information may not stand out clearly to reader because information is not prioritized. Appropriate contact information is listed.	Unnecessarily runs onto second page. Appearance may lack appropriate use of bold/italics, font, bullet points or margins. Incomplete contact information.	Format is not appealing. Information is not laid out in a clear format. Inappropriate contact information is listed.	Does not draw attention and has lack of structure. No contact information is listed.
Category Selection	Choice of subject headers is excellent. Most relevant items are listed on the top half. Additional sections are included if relevant to goal, and are easy to understand.	Category selection is well defined and order of information on page is good. Additional sections may not be properly defined.	Categories may need to be structured differently to be more effective. Additional section(s) are irrelevant and information is weak.	Lacking appropriate categories or category selection is unclear. Additional sections are missing.	Resume does not include subject headers.
Descriptions	Appropriate experience listed with organization name, title, dates, and location. Sentence fragments are concise, direct, active and accomplishment oriented. Strong, varied verbs and appropriate verb tense is used. Results are quantified or qualified. Listed in reverse chronological order.	Appropriate experience listed. Sentence fragments are used, but descriptions may not be result oriented or verbs may be weak.	Too much or too little experience is included. Verbs may be weak and verb tense may be incorrect. Descriptions may not be in the form of bullets. Important information may be missing.	Descriptions are not detailed and offer no illustration of what was done.	No type of experience (work, volunteer, leadership or other) is listed.
Education	Degree(s) and major(s) are listed with name of school, graduation month/year, and location. Course projects, honors, and scholarships are included here or in their own section if more appropriate. GPA may be included.	Degree is listed with necessary information but section could be expanded. Relevant information does not stand out.	Additional information may need to be included to increase length of resume or too much information may be included.	Section lacks information and format.	Section is not included or crucial information is missing.
Typos, Spelling, and Punctuation	No or extremely minor errors (capitalization, spelling, grammar). Consistent use of punctuation.	A few errors are evident, but no consistent pattern. Information may be abbreviated when it should be spelled out.	Shows a persistent pattern of error, or contains a number of varied mechanical errors.	Mechanical errors are so widespread that they are distracting.	Difficult to read because of mechanical errors.

Total Points	Rating
20-25	Exceeds Expectations
15-20	Meets Expectations
10-15	Meets Some Expectations

