



What is A Resume?

A resume is a marketing tool designed to get you an interview. Your resume will summarize your education, experience and accomplishments to present the skills which are relevant to your career objectives. Review all your experiences, not just work related ones. If you've done research in your classes, volunteered for a community organization, or organized a social event at school — these are all examples of experiences that required you to use skills. Everyone has valuable experiences to put on a resume. Remember that the immediate purpose of your resume is to get you an interview — once you get your foot in the door, you can convince them to hire you.

Resumes are:

- Sent with a cover letter in reply to a job advertisement
- Shared with networking contacts
- Used by recruiters and hiring managers to initially evaluate your qualifications for a particular position

Employers scan a resume quickly — often making a decision in less than 25 seconds — so make every word count!

Use the Chronological Format

List your employment in reverse chronological order. State the position held, employer, location, and dates of employment.

Positive Language

Describe each position according to job duties: list tasks performed, outcomes, and achievements, emphasizing those requiring the highest level of skill, responsibility, and judgment. Begin each phrase with an **action verb** (see list on last page) and avoid phrases like "responsibilities include." Quantify your accomplishments when possible, e.g., "surpassed sales quota by 15%," "trained and supervised 5 employees", "maintained average caseload of 85".

Target Your Resume

Target your resume to a specific job type. Research similar jobs and analyze the criteria listed in postings, then include on your resume exactly how you meet those criteria. Show how your skills and experiences are just what the employers' need. Expect to have multiple versions of your resume if you are applying to many types of jobs. Be careful not to send the wrong one and have all of them proofread.

Bullet vs. Narrative Formats

Bullet formats are easier to read than narrative formats that are wordier and often less concise. Try the narrative format to show off your writing skills only if you are an excellent writer.

Examples of bulleted verb phrases:

- Recruit and screen students and coordinate ongoing evaluation of participants' progress
- Hire and train highly qualified, passionate people
- Provide guidance, support, and leadership to program staff
- Communicate program developments to Board of Director

Resume Writing

Basic Elements of a Resume

Although resumes may have standard elements, there are many effective formats for presenting them. Leave out sections that do not relate to the kind of job you are applying for. You can modify these section titles to more accurately describe your experiences.

Heading

Include name, local address, e-mail address, and phone number. Be sure your email address is professional; nothing cute or quirky. If you have a website you would like the employer to see, include it here.

Objective or Skills Summary – optional

Objectives are only useful if they allow you to convey a critical message that distinguishes you from other candidates. Almost everyone wants a challenging position with opportunities for advancement. A good objective must be specific. But, a highly specific objective creates the risk that you would not be considered for any opportunity that did not exactly meet your stated criteria.

Example of a strong objective:

“To obtain an entry-level financial analyst position at Wall Street Investment Bank to successfully apply my knowledge of economic theory and practical bank experience.”

In most cases, it is better not to include an objective. Instead, use a “Profile” or “Skills Summary” section at the top of your resume to position yourself when you want to do something different from what you have done before. Research job descriptions in your target market to find out what employers want, and make summary statements about what you have to offer that fit the position description.

Education

List institution, degree, major and year of graduation. Institutions should be listed in reverse chronological order, most recent school first. Include a GPA of 3.0 and above. List your GPA in your major if it is better than your overall GPA. After graduation, you will usually want to move education close to the end of your resume and begin with your two to three years experience. Include high school only on resumes for your first or second co-op. Once you are ready to graduate, it is time to delete high school altogether unless you have a very compelling reason to keep it.

Honors, Awards or Accomplishments

Dean's list, honor societies, and academic awards can be listed separately or included in the education section. Explain your awards to indicate the degree of achievement, for example: selected among 600 applicants to receive a full scholarship based on academic merit. Do the same for leadership awards and other recognitions.

Relevant Courses and Special Projects for Current Undergraduate and Recently Graduated Students

List courses that are specifically relevant to your target job. For example, if you are an engineer looking for a job in business, relevant courses and projects will be business-related. If you have a relevant thesis project, capstone project, or any other research project, list it and briefly describe the project and its purpose, using action verbs.

Experience or Professional Experience

Include any experiences, paid or unpaid such as: part-time work, full-time work, summer jobs, Co-op, internships, volunteer experience. If including unpaid positions the heading will be EXPERIENCE rather than PROFESSIONAL EXPERIENCE. List the name of the organization, city and state of its location, your job title and the month and years that you were there. Summarize what you did in each experience and be sure to make each bullet point results-oriented. Using action verbs helps people see you using your skills. (see Action Verb list included in this handout). Showing quantity (numbers, statistics, and percentages) can demonstrate the scope of your contributions.

Skills

The skills section may include multiple categories such as software, instrumentation, language, laboratory or computer skills. Save references to problem-solving, communication, team work and other "soft" skills for the cover letter and interview.

Activities and Interests

Include your current participation in clubs, other extracurricular activities or volunteer work. List student organizations, professional associations, and community groups, and indicate any offices you've held. If these are school related, you may choose to put them in the Education section. An Interests section at end of your resume is optional. If you use one, list interests that demonstrate your uniqueness such as music, sports and the arts, or ones that are related to the job; there is no reason to repeat interests that are already obvious throughout your resume. Listing religious or political activities may alienate some readers.

References Available Upon Request

This statement is expected on co-op resumes, but otherwise is unnecessary unless you are trying to fill space.

How to Maximize Your Resume's Effectiveness

Here are a few steps to prepare for writing a targeted resume.

First, inventory your:

- Experiences – including paid work, unpaid internships, volunteer work, and class projects
- Skills, transferable and knowledge-based, and key attributes; interests
- Education, academic achievements and extracurricular activities
- Awards and outstanding accomplishments

Second, research the job market:

- What kind of job are you looking for, including job function and industry?
- What are the relevant skills and qualifications needed to effectively do the job you want?
Read job descriptions to find out.

Third, write a first draft:

- Look at samples in Career Services and online at www.quintcareers.com
- Have your resume critiqued during Walk-ins, every day from 2-4 pm in Stearns 103, or make an appointment with a career counselor.

If you have difficulty identifying your skills and interests or if you don't know what kind of job you want, an appointment with a Career Services counselor can help you.

Keep in Mind as You Write Your Resume:

Create a Professional Image

The appearance of your resume matters. The layout and style should be consistent. For example, if you bold one heading, bold them all. Balance white space and text. Use a standard font like Times New Roman (no smaller than 11 pt) or Arial (no smaller than 10 pt). The recruiter wants to read your resume as quickly as possible with minimal delay, so keep your layout neat and user-friendly.

Use Keywords Appropriate to Your Industry

Increasingly, resumes are “read” first by a resume screening system which searches for keywords including the specific criteria listed in the job posting. When listing your skills and abilities use keywords and industry-appropriate terms. Highlight them in your summary if you use one, and embed them in your bullets. Where you can appropriately use the language of the job posting to describe your skills, do. For more information on using keywords go to http://www.quintcareers.com/resume_keywords.html.

Edit Your Resume

Do not use the pronoun “I” and minimize the use of articles (he, she, mine, my) when preparing your resume. Review your resume for unnecessary phrases such as “responsible for” or “duties include.” Spelling errors, typos and poor grammar damage your credibility. Use spell check, but remember it won't catch every mistake. “Manger” is correctly spelled, but it means something very different from “Manager.”

Proofread, Proofread, and Proofread Again

Make sure to have a friend, family member or a Career Services staff member read through your resume to catch errors you may have missed.

Sample First College Resume

Libby Arts

75 Park Avenue, #21 Boston, MA 02215 • Arts.l@neu.edu • 617-123-4567

EDUCATION

Northeastern University, Boston, MA

Candidate for Bachelor of Arts in Communication Studies

May 2014

GPA 3.0

Relevant Courses: Principles of Organizational Behavior, Media Culture and Society

Honors/Awards: Dean's List

Activities: Communication Studies Club, Intramural basketball

SKILLS

Computer: Microsoft Word, Excel, PowerPoint, and Access

Language: Completed Intermediate-level Spanish

EXPERIENCE

Really Trendy Clothes, Boston, MA

Sales Associate

September 2008-August 2009

- Promoted sales and assisted customers in selection of clothing
- Coordinated and marketed store specials and floor displays
- Inventoried and replenished stock
- Trained ten new employees on store policy and sales techniques

The Green Family, Boston, MA

Babysitter

August 2006-September 2008

- Supervised two elementary school aged children in after school activities three times a week
- Planned entertaining and educational activities for the children
- Assisted children with math, English and science homework

VOLUNTEER EXPERIENCE

Books On Tape, Boston, MA

Reader

January 2007-January 2008

- Read text books, instruction manuals and fiction that were recorded for use by the blind

INTERESTS

Diving, snow boarding, traveling, reading

Sample First Year Student Resume

1 Symphony Road Apartment # 14, Boston, MA 02115
(617) 232-2963 ♦ charlieb@aol.com

EDUCATION

Northeastern University, Boston, MA

Candidate for Bachelor of Science in Economics

May 2014

Achievements: Academic Scholarship

Torrey Pines High School, San Diego, CA June 2009

High School Diploma

Extracurricular Activities: Water polo, Football

WORK EXPERIENCE

"No Way Out" Gym San Diego, CA

Front Desk Operator/ Personal Trainer Assistant

Aug. 2009 – June 2010

- Greeted clients and handled the check in process
- Called clients for appointment reminders regarding training appointments
- Collected and logged monthly dues from clients
- Promoted services to new members
- Responded to clients' requests in training environment

Event Temps Boston, MA

General Wait Staff

Sept. 2008 – March 2009

- Organized and served food and beverages during events ranging from corporate functions to multiple course meals for up to 300 people
- Assisted in event preparations including setting up media equipment for presentations
- Developed strong multi-tasking skills to meet customer needs in fast-paced environment
- Coordinated with other employees to bring high quality service to clients and their guests

SKILLS

- Computer: Microsoft Office (Excel, Access, PowerPoint, Word) and SPSS
- Activities: Member of Toastmasters

Sample First Year Student Resume

617.445.4993 ♦ tarnell.a@neu.edu ♦ 800 Columbus Ave. Box 5083 ♦ Roxbury, MA 02120

EDUCATION

Northeastern University Boston, MA

Candidate for Bachelor of Arts in International Affairs, Sociology; Minor in Spanish Expected May 2015

Awards: Dean's Scholarship, Dean's List **GPA: 3.9**

Activities: International Affairs Society, Student Government Special Interest Senator, Global Partnership for Activism and Cross-Cultural Training, Tutor English Language to Spanish workers (NUTELLS), Model United Nations, LEGO–Freshmen leadership group, College of Arts & Sciences Honors Academy, Hiking & Outing Club, Intramural Sports (Soccer, Volleyball, Broomball)

East Greenwich High School East Greenwich, RI

Leadership Activities: Diploma: June 2010

Class Council – Historian (2005–2010); Prom Committee Co-Leader (2009)

- Collaborated with council to plan events, fund raisers, speeches and implement programs for class unity

Student Government – Treasurer / Senator (2007-2010)

- Attended meetings with board and principal to develop plans to make changes within the community

Additional Activities: International Club, Soccer, Track, Volleyball, Orchestra (Cello), Youth to Youth

Awards: Citizens Who Care Scholarship, Rotary Youth Leadership Award, RI Scholar (2001-2005)

RELEVANT WORK EXPERIENCE

Youth to Youth Rhode Island & Ohio

Volunteer Program Staff Member

Sept. 2008-present

- Organize, create, and implement group events and small conferences throughout the year.
- Deliver presentations to promote healthy choices to students and parents

Volunteer Conference Facilitator

June 2006- Aug. 2009 (Seasonal)

- Facilitated small group discussions and team-building activities throughout 5-day conferences for drug prevention and youth leadership program.
- Performed skits, speeches and lead large group activities for audiences ranging from 50-600.

Five Main Art Gallery/Store Wickford, RI

Assistant Manager and Associate

April 2006 – Aug. 2009

- Assisted customers with purchases and performed cash and credit card transactions.
- Managed opening and closing of store and designed displays to increase sales and profitability.
- Evaluated artwork with the owner to decide which pieces to display for purchase.

Rhode Island School of Design Providence, RI

Junior Docent

Sept. 2006 – June 2007

- Learned about historical artists and paintings; taught others how to evaluate the pieces.
- Presented artwork to middle school students to educate and help them appreciate the artists' work.
- Guided children and family members in art projects that related to artwork in the museum.

ADDITIONAL WORK EXPERIENCE

T Table 28 Restaurant, Food Server / Kitchen Aid, East Greenwich, RI,

June-August 2010

T Cold Stone Creamery, Crew Associate, East Greenwich, RI,

June-August 2008 & 2009

SKILLS/INTERESTS

- Conversational ability in Spanish
- Northeastern Cultural and Language Learning Society (Student in Italian, Arabic, and advanced Spanish)
- Microsoft Word, Excel, PowerPoint, Outlook, Internet research
- Painting, sketching, photography, skiing, Broadway musicals

Tips for Targeting Your Resume

There is a difference between your co-op resume and one you will use for a professional job after college. One of the main differences is that your professional resume should be targeted to fit the jobs for which you are applying. *How do you turn a coop resume into a professional one?*

- The concept of a targeted resume implies that you must first have a job target! If you don't know what you want to do, work with a counselor in Career Services to narrow your focus. *A generic resume that is too broad will not be as effective in selling you to potential employers!*
- *Your resume is not a chronology of everything you have done!* It is an advertisement of your skills and abilities to do a particular job. You do not need to include every job you have had since college. *Make a decision to edit down or eliminate altogether any jobs that don't match your target.*
- *Utilize every section of your resume to highlight related skills and experiences.* This can be especially useful if you did not do co-op or internships in your field, or if you have changed your career focus. Did you take any courses in your field of interest? Create a sub heading under your **Education** section called **Related Coursework** that showcases these. Did you do any projects or research as a student? A capstone project or middler year writing paper that relates to your career interests could be described in a **Related Projects** or **Research** section.
- When writing the **Experience** section of your resume, *organize your jobs to maximize the related work you have done.* Use a section called **Relevant Experience** to present those jobs related to your target in an organized and unified way, especially if they don't naturally fall in chronological order. Also, if you participated in volunteer jobs or student leadership activities that relate to your career goals, you can describe your accomplishments in more detail with bullets rather than just listing them. Jobs in the **Experience** section do not necessarily have to be ones for which you were paid!
- You can create another heading called **Other Experience** to include those jobs that don't relate as well to your target but that you still want to keep on your resume.
- *Arrange your bullets to emphasize the most relevant job duties and responsibilities.* For example, if you want a job as a writer, describe the writing-related activities you did first, *even if these were not your primary responsibility on that job.* You may have spent less than 10% of your time writing, but list these responsibilities first because that is what potential employers will be interested in. Put peripheral experiences last, if at all.
- *Your job bullets should not read like a job description!* Rather, they should highlight concrete accomplishments and results. For example, did you save or make the company money? Save time or create a more efficient system? Did you solve a problem or initiate something that added value? How many people did you train? Catch the employer's attention by showing how you added value to the organization's bottom line. A generic cut and paste of your co-op job description will not do it!

Sample Resume Graduating Senior

PAT DENARO

100 Huntington Avenue #101, Boston, MA 02115
(617) 334-4433
professional@hotmail.com

EDUCATION

Northeastern University, Boston, MA

Bachelor of Science in Business Administration, Concentration: Finance, May 2010

GPA: 3.5; Dean's List

Activities: President, Alpha Epsilon Phi Sorority; Treasurer, NU Finance and Investment Club; Intramural Sports

Honors: Golden Key National Honor Society

EXPERIENCE

The Gillette Company, Boston, MA

Corporate Financial Planning Assistant

January 2008-July 2008, January 2009-present

- Compiled information from global markets for weekly sales reports distributed to 40 senior managers
- Supported company-wide database and authorized user rights to the internal product cost website
- Contributed to company wide project that reduced overhead growth by 18% by collecting headcount numbers in collaboration with the controller
- Managed corporate financial department's monthly headcount reporting and processed more than 200 changes weekly
- Created Excel worksheets for cost center restructuring project
- Edited 50+ PowerPoint presentations to be used by the Chief Financial Officer

Liberty Financial Companies, Boston, MA

Internal Auditor

January 2007-June 2007

- Audited internal subsidiaries of Liberty Financial Companies, Inc.
- Assisted in the development of audit programs and designed test work to evaluate potential risk exposure
- Prepared findings and recommendations for review by management of the department being audited
- Selected from among 30 staff members to travel to San Francisco to conduct an audit
- Provided assistance to all individuals on the audit team resulting in timely completion of all audits.

Gannet Welsh and Kotler, Inc., Boston, MA

Operations and Reconciliation / Municipal Bond Intern

January 2006-June 2006

- Coordinated and gathered information to confirm compliance of 80 municipalities
- Maintained a 5700-record database of municipal bond issuer contacts
- Prepared monthly reconciliation, cash ledgers, and asset checks
- Wrote queries and apply them to daily tasks
- Independently research and secured this internship, creating opportunities for future students

COMPUTER SKILLS

Microsoft Word, Excel, PowerPoint, Outlook, Windows NT, Windows XP, Lotus Notes, Hyperion, and SAP

INTERESTS

Trekking, parasailing, saxophone, travel (Asia, Africa and Australia)

Sample Resume Graduating Senior

450 FENWAY APT. 7 ♦ BOSTON, MA 02115
beck.m@gmail.com ♦ (617) 629 – 4244

EDUCATION

Northeastern University Boston, MA

Bachelor of Science in Business Administration

May 2011

Dual Concentration: Marketing and Entrepreneurship

GPA 3.6, Dean's List, Marketing Club

PROFESSIONAL EXPERIENCE

Northeastern University Department of Career Services Boston, MA

Marketing Assistant

Jan. 2010 - Present

- Design marketing materials such as flyers, event posters, emails and online newsletters using MS Publisher
- Produce electronic multimedia displays utilizing MS PowerPoint to market events across campus
- Assist in event coordination including working with printing vendors

Samsonite Mansfield, MA

Retail Marketing Assistant

Jan. – June 2009

- Assisted with development of Customer Relations Management Program initiative
- Contributed on the production of the holiday catalog, including photo-shoots, content and layout
- Received and responded to donation requests
- Conducted research for possible cross promotions and partner marketing
- Researched competitor best-practices prior to the introduction of new product lines
- Designed a store level Product Knowledge Guide and several product description sheets
- Acted as liaison between store managers and corporate office for individual marketing requests
- Created and administered surveys to over 180 stores to solve store related issues
- Monitored development of MS Access inventory management and forecasting program

Stacy's Pita Chip Company Randolph, MA

Gourmet Account Manager

Jan. – Aug. 2008

- Managed 50+ gourmet retail accounts including: corporate, restaurant, and specialty store
- Represented and promote the company and its product lines at the Fancy Food Trade Show
- Assisted customer service department with fulfilling donation requests
- Aided the sales department by constructing sample boxes and press packets
- Utilized Excel and QuickBooks to create reports to track budget and performance goals for the VP of Sales
- Documented and resolved buyer and consumer issues and concerns
- Entered sales orders, created invoices, and received payments in QuickBooks

Accounts Payable

- Assisted Accounts Receivable Manager using Electronic Data Interchange to process accounts receivable
- Tracked incoming inventory and assisted trouble-shooting when discrepancies arose by working with vendors and the head of manufacturing

New City Beauty Salon and Supplies New City, NY

Retail Associate

2003 – 2005; June – Aug. 2007

- Collaborated with L'Oreal representative to revamp entire L'Oreal stock and display
- Created attractive product displays to increase product awareness
- Handled the needs of a 10 person salon staff while also assisting retail customers
- Trained new employees, managed merchandise orders and handled opening/closing of store

OTHER EXPERIENCES

- Teachers Apprentice Program, teaching sixth grade students American Sign Language Spring 2008
- Produced a Red Cross fundraiser for the World Trade Center Relief Fall 2007

SKILLS

- MS Access, Excel, Word, PowerPoint, Publisher, Outlook, Lotus Notes, QuickBooks, Adobe Photoshop
- American Sign Language

Sample Graduate Student Resume

RUWAN V. NOTH

234 Hemenway Street, Apt #11, Boston, MA, 02115 | Email: rknoth@gmail.com | Ph: 4048616254

EDUCATION

M.S., Computer Science May 2010

Northeastern University, Boston, MA GPA: 3.46/4.0

Bachelor of Engineering in Computer Science

August 2005

Walchand College of Engineering, Shivaji University, Sangli, India

COURSEWORK

Program Design Paradigm, Database System, Analysis of Algorithms, Web Development, Information Retrieval, Managing Software Development, Artificial Intelligence, Data Mining

COMPUTER KNOWLEDGE

Programming Languages: C#, Java, Python, VB, Perl, C++, C, VC++

Web Technologies: ASP.Net (3.5, 1.1), HTML, CSS, JSP, JavaScript, XML, SOAP, WSDL

Web Servers: IIS 6.0, Apache Tomcat 6.0

Databases: SQL Server, Oracle9i, Microsoft Access

Operating Systems: MS Windows 2000/XP/Vista

Tools: Visual Studio, My Eclipse 6.5, InstallShield 2008, XMLSpy, ArgoUML

PROFESSIONAL EXPERIENCE

Phase Forward, Software Engineer Intern/Co-op, Waltham, MA

July 2009 - December 2009

- Designed, developed and tested a console application in C# to create an automated Installation Qualification [IQ] check on different types of servers for formal QA.
- Produced an XML formatted report about the qualification of the computer to specific configurations.
- Developed a silent installer using InstallShield 2008 for data management system of clinical trials. GS Lab Pvt. Ltd., Software

Engineer, India

April 2007 - July 2008

- Developed a web service consumer plug-in using C# to integrate the server with existing enterprise applications, and developed 'NUnit' test suits for this product.
- Designed and developed a GUI application in VC++ to provide Network Interface Card's [NIC] diagnostics information such as IP, MAC, etc. and to update the firmware version on NIC.

FDS InfoTech Pvt. Ltd., Software Engineer, India

July 2005 - March 2007

- Implemented a windows based service in C# and SQL server to copy large image files from different servers across multiple WANs to the server in the client's LAN. Resulted in error reduction.
- Developed a data entry and administrative management portal for electronic data capture of clinical data using ASP.Net, C# and Oracle9i, resulting in improved transparency in the business processes and increased user satisfaction.

ACADEMIC PROJECTS

Information Retrieval Systems

Summer 2009

- Developed a Meta search engine on runs outputted from 4 different types of search engines using PerlScript.

Online Airline Reservation System

Spring 2009

- Developed an application using ASP.NET 3.5 that automates reservation and availability of tickets.

Job search 'Minimonstor.com'

Fall 2008

- Designed and developed a website using J2EE, Struts and Hibernate Framework that enables search management for jobseekers and employers.

Snake Game

Fall 2008

- Implemented an algorithmic model for variant of a snake game using scheme language.

Before and After Resume

Smithson, Inc
Telemarketer

Boston, MA
Dates

Solicited customers over the phone in order to contribute to overall company revenue. Handles leads, completed weekly report, trained new employees on sales procedures.

The student did not sell himself! An interviewer is left with these questions:

- What is Smithson in business for? What was the student selling?
- Was the student a successful salesperson?
- What did the student learn?
- What tools did the student use in his job besides the phone?
- How much of his work was directed and how much was independent?

Smithson, INC. Boston, MA

Account Representative Dates

- Sold office and supplies to a variety of New England businesses for this innovative, high energy organization.
- Increases sales in assigned territory by 12.5%
- Generated leads and maintained over 30 accounts
- Produced weekly sales and forecasting report using Lotus 1, 2, 3
- Developed strong product assessment and presentation skills.
- Trained new account representatives.

Jay Lee-BEFORE

135 East main st apt V6, Westborough, MA 01581 (617)898-3062 JLee32@msn.com

EDUCATION

Northeastern University, Boston, MA

Bachelor of Science in Mechanical Engineering

Related Courses: Capstone Design, Heat Transfer, Fluid Mechanics, Manufacturing Technology

Activities: Northeastern University Taekwando Club

EMPLOYMENT HISTORY

Lightolier, Wilmington, MA June 2006 – May 2007

Industrial & Manufacturing Engineer Assistant

- Designed modifications in assembly table and rack
- Designed an addition within the steel press machine
- Performed Data analysis in the assembly process
- Data entry in product cost
- Created a new timing approximation system for painting parts

Standard Thomson, Waltham, MA October 2005 – December 2005

Engineering Assistant

- Experience in labs and lab related work in testing thermostats
- Data entry using Excel
- Hands on work such as assembling and disassembling prototypes

Turner Construction, Boston, MA January 2005 – March 2005

Assistant to Project Manager

- Handling submittals, data entry, take offs, packaging
- Blueprint inspection
- Construction worksite overview

CompUSA, Marlboro, MA January 2003 – April 2003

Warehouse Worker

- Picking customers merchandises in the warehouse
- Packaging and Shipping

SKILLS

AutoCad2005, Mat Lab, Microsoft Office (Word, Excel, Access, Power Point, Publisher)

Jay Lee-AFTER

11 East Maple St. Apt. 5, Westin, MA 01581 (617) 898-3062 JLee32@msn.com

EDUCATION

Northeastern University, Boston, MA

Bachelor of Science in Mechanical Engineering;

April 2009

Related Courses: Capstone Design, Heat Transfer, Fluid Mechanics, Manufacturing Technology

Activities: Northeastern University Taekwondo Club

EMPLOYMENT HISTORY

Lightolier, Wilmington, MA

June 2006 – May 2007

Manufacturer for florescent lighting and other lighting fixtures

Industrial & Manufacturing Engineering Assistant

- Designed modifications for the assembly table and rack system for increased productivity.
- Designed an addition within the steel press machine to collect and dispose access metal scraps.
- Performed data analysis in the assembly process to analyze problems in the production flow.
- Updated internal systems to change over product identification codes.
- Created a new timing approximation system for the painting of various lighting fixture components.

Standard Thomson, Waltham, MA

October 2005 – December 2005

Manufacturer of thermostats for automobiles and boats

Engineering Assistant

- Tested hundreds of thermostats to verify product accuracy prior to delivery to General Motors.
- Utilized Excel to complete data entry to summarize results of product testing.
- Reviewed computerized testing results for additional product malfunctions.
- Assisted in the assembling and disassembling of prototypes.

Turner Construction, Boston, MA

January 2005 – March 2005

One of the top 10 construction companies world wide

Assistant to Project Manager

- Coordinated with clients, architects, and outside contractors.
- Reviewed and analyzed submittals from numerous vendors; assisted with final processing regarding vendor contracts for various construction projects.
- Updated spreadsheets with new vendor contract information, scheduling, shipping dates and costs.
- Organized building materials, packaged and shipped to contactors.
- Inspected blueprints to verify for discrepancies and accuracy.
- Assisted with construction worksite overview.

CompUSA, Marlboro, MA

January 2003 – April 2003

Retail computer and electronics store

Warehouse Worker

- Accessed map and computerized system to locate customer's merchandise in the warehouse.
- Packaged and shipped goods to hundreds of customers on a daily basis.

SKILLS & INTERESTS

Computer Skills: AutoCad2005, Mat Lab, Microsoft Office (Word, Excel, Access, PowerPoint, Publisher)

Languages: Fluent in Korean; taught Korean to elementary school children (2002)

Interests: Teaching Taekwondo to children and adults

BEFORE RESUME

NAME

50 Highland Ave, Newton, Massachusetts
Cell Phone: (617) 519-0660 • Work Phone: (617) 208-2129

EDUCATION

Northeastern University Boston, Massachusetts

College of Business Administration

September 2001 - Present

Candidate for Bachelor of Science Degree in Business Administration (concentration: Marketing and Entrepreneurship), June 2006

Related Courses: Introduction to Business, Business Statistics 1 & 2, Financial Accounting, Managerial Accounting, Organization Behavior, Introduction to Marketing, Marketing Management, Import Export Management, Marketing Research, Financial Management, Management Information Systems, Introduction to Entrepreneurship, Growth Venture Creation

Honors: Dean's List- Winter 2003

Xavier High School Middletown, CT

High School Diploma

June 2001

Courses: Honors Program, Calculus, AP US History, and AP Western Civilization

Honors: Honor Roll – various quarters, National Honor Society

Activities: Model Court Club, Captain of the Cultural Diversity Club, Varsity Volleyball, Peer Minister, completed Xavier Leadership Institute, volunteered with the Middlesex Youth Association of Retarded Citizens,

WORK EXPERIENCE

Nextgen Realty Allston, MA

Real Estate Agent

January 2004-September 2005

As a Leasing Specialist rented apartments to clients all over the Greater Boston Area. Developed and implemented an extensive Internet marketing campaign to attract high-end clients. Given extensive sales training in structuring a deal, handling objections, presentation strategy, and various closing techniques. Became efficient at cold calling and communicating with clients. Adjusted to working in a fast pace business environment. Managed various projects including overseeing employee participation in an office renovation. Currently working on expanding the luxury leasing division and a focused marketing campaign targeting Northeastern students.

Happy Comps INC. Boston, MA

Vice President/Co-Owner/Marketing Director

April 2003-January 2004

Built a computer service and consulting firm with three other colleagues. Responsibilities include a variety of aspects in the business world. Assisted and organized the hiring process, devised and implemented an advertising plan, performed extensive market research and competitive analysis, attending weekly strategy sessions, Develop strategic growth potential for the company.

Vector Marketing Haddam, CT

Product Representative

May 2002- August 2002

Presented and demonstrated a product line of fine cutlery to customers in their homes. Learned the art of making a presentation and closing a sale, Responsible for making contacts of potential buyers, participated in team motivation exercises.

COMPUTER KNOWLEDGE

Competent with Windows, Microsoft Office, Microsoft Front Page, Internet

INTERESTS

Sports of all kinds, avid golfer, enjoy skiing, basketball, and volleyball, working out, and watching sporting events of all kinds. Enjoy listening to music, watching movies I haven't seen, and traveling the world.

AFTER RESUME

NAME

XX Highland Avenue, Newton, Massachusetts 02460 USA
(617) XXX-0660

EDUCATION

Northeastern University

Boston, Massachusetts

Bachelor of Science Degree in Business Administration

May 2006

Dual Concentration: Marketing and Entrepreneurship

Related Courses: Electronic Marketing, Marketing Management, Marketing Research, Growth Venture Creation, Small Business Management, Advertising Strategy & Management, Organization Behavior, Management Information Systems

Honors: Dean's List (2003, 2005, 2006)

Projects:

- Advertising: developed an in-depth advertising campaign for a Victoria Secret new product launch. The team worked as an ad agency representing the client by creating an integrated marketing communication plan (IMC), media strategy, budget, and public relations campaign.
- E-marketing: analyzed the affects the Internet has had on all aspects of the sports industry. Researched the media used by fans to stay connected to their favorite teams and sports. Evaluated strategies used by major players in sporting industry to adapt to the high tech, global environment.

PROFESSIONAL EXPERIENCE

Nextgen Realty and Boardwalk Properties

Allston, Massachusetts

Real Estate Agent / Assistant Real Estate Manager

January 2004-September, 2005

- Designed creative web-based advertising which increased the company's Internet traffic and clientele. This advertising campaign resulted in 5 to 10 new client accounts per day for the company.
- Established relationships with clients through phone conversations and compiled a list of respectable properties based on their preferences. Utilized interpersonal and communication skills to develop these relationships and close rental deals.
- Managed and maintained database information by cold calling landlords to obtain updated listings.
- Conducted interviews, hired and managed new employees.
- Trained new employees on how to structure a deal, apartment showing strategies, and various closing techniques.

Happy Comps Inc

Boston, Massachusetts

Vice President/Co-Owner/Marketing Director

April 2003-January 2004

- Established a computer service and consulting firm with three other colleagues.
- Developed a strategic growth plan for the company and implemented an advertising plan.
- Administered extensive market research and competitive analysis, conducted weekly strategy sessions.
- Assisted in and organized the hiring process.

SKILLS & INTERESTS

Computer: Microsoft Excel, PowerPoint, Word, Word Perfect, Front Page, Outlook, Windows

Interests: Golf, baseball, football, basketball, skiing; reading about the ad industry (Adweek, Adage); cooking; travel (visited 49 of the 50 states in the U.S.)

Resume Writing

Action Verbs

COMMUNICATIONS

acted as liaison	corresponded	instructed	negotiated	referred
advised	counseled	interpreted	notified	sold
advocated	demonstrated	interviewed	presented	trained
arbitrated	displayed	lectured	promoted	translated
authored	edited	marketed	publicized	wrote
commented	guided	mediated	published	recommended
consulted	informed	moderated		

ADMINISTRATION

administered	determined	implemented	ordered	regulated
appointed	directed	initiated	organized	represented
arranged	dispatched	instituted	overhauled	revamped
completed	dispensed	issued	oversaw	reviewed
conducted	distributed	launched	prescribed	routed
consolidated	eliminated	led	presided	supervised
contracted	executed	managed	provided	supplied
controlled	founded	motivated	recruited	terminated
contributed	governed	obtained	rectified	
delegated	headed	offered	referred	

PLANNING & DEVELOPMENT

broadened	developed	drafted	initiated	planned
created	devised	estimated	invented	prepared
designed	discovered	improved	modified	produced
				proposed

ANALYSIS

amplified	computed	evaluated	identified	solved
analyzed	detected	examined	investigated	studied
calculated	diagnosed	forecasted	programmed	systemized
compiled	differentiated	formulated	researched	tested

FINANCIAL/RECORDS MANAGEMENT

audited	collected	invested	minimized	recorded
allocated	condensed	inventoried	monitored	scheduled
balanced	documented	listed	processed	tallied
catalogued	expedited	logged	procured	traced
charted	guaranteed	maximized	purchased	updated
classified				

MANUAL

assembled	delivered	modernized	repaired	rewired
built	installed	navigated	replaced	trimmed
constructed	maintained	operated	restored	

GENERAL

accomplished	contributed	increased	provided	strengthened
achieved	delivered	initiated	served	transformed
expanded	originated	serviced	performed	completed
