



CAREER SERVICES

Create Your Resume *with*



HOW DO I GET STARTED?

- Use the "Resume Worksheet" (attached) to list all your work and educational experiences.
- To develop an effective resume you need to organize your information. Don't worry about the format, focus on content for now.
- Create a JobTrax account at www.marshall.edu/career-services.
- Set up your profile.
- Select **Resume Builder** to begin.

RESUME RULES

- **Be Honest:** Do not exaggerate, inflate, or misrepresent your experiences or education. You will get caught!!
- **Be Positive:** Use your resume to sell yourself. List your achievements, honors, skills, etc. Don't be modest.
- **Be Relevant:** Do not include unnecessary personal information: race, religion, age, health, marital status, etc.
- **Be Brief:** Keep your resume to no more than two pages.
- **Be Specific:** Emphasize your skills, education, and experiences as

WHAT NEXT?

After you have completed the "Resume Worksheet", browse to Marshall University Career Services website, log in to JobTrax and begin building your resume.

Once you finish building your resume, it will be automatically submitted to the Career Service staff for review and approval. You will be notified via e-mail whether your resume is approved or whether it needs more work.

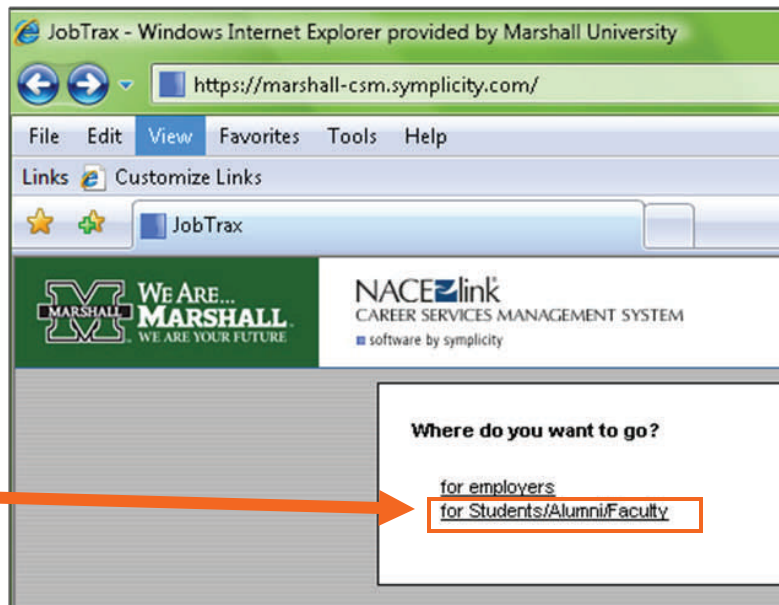
STEP 1

Go to the Career Services website at <http://www.marshall.edu/career-services/> and click on **JobTrax icon** at the top of the page.



STEP 2

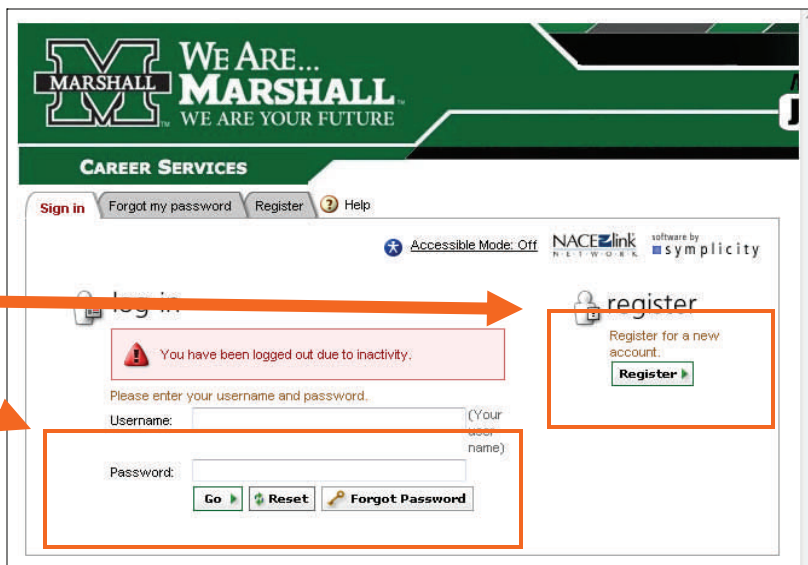
Select **Students/Alumni/Faculty**



STEP 3

First time users **MUST register** first.

Registered users, **log-in.**





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STEP 4

Click on **Documents** tab.

Documents

home | profile | **documents** | jobs | employers | interviews | events | calendar

Bialk | Friday, November 7, 2008 | 10:13 am

Log Out

home

announcements

WORKSHOPS

Attention Graduating Students!

quick links

- Scheduled Campus Interviews
- Pending Campus Interviews
- Campus Interviews I Qualify For
- Jobs I Qualify For
- 2009 Spring Career Expo Participants
- 2009 Spring Career Expo Participants
- Activity Summary
- View Document Library

November 2008

26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

STEP 5

Click on **Resume Builder** tab.

Resume Builder

Approved Documents | Pending Documents | **Resume Builder** | Opt-In Resume Book | Document Library

Check out the resume examples in the Document Library!

STEP 6

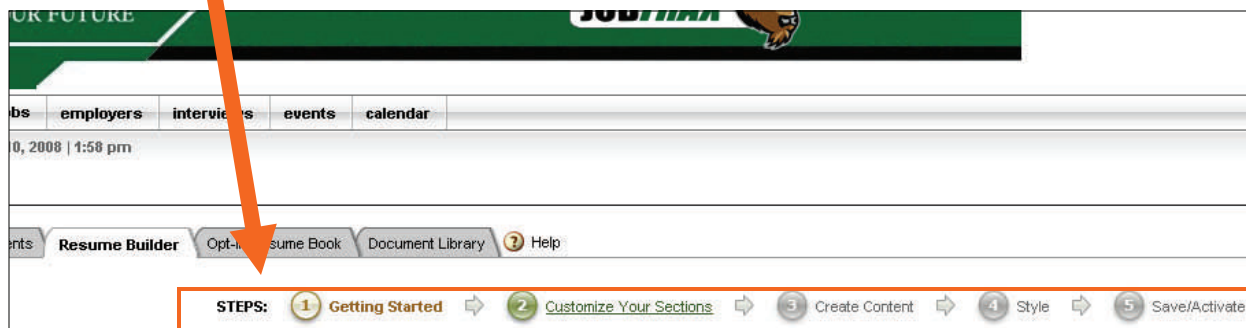
Select **Create New Resume**.

Create New Resume

Approved Documents | Pending Documents | **Resume Builder** | Opt-In Resume Book

Create New Resume | Create New Cover Letter

STEP 7 Follow online instructions (steps 1 through 5)



GETTING STARTED WITH TEMPLATES

Step 1

Start by naming your new resume and editing your contact information. You will be able to decide whether to use one or both addresses on the Style step. Note: changing your address on this screen will not affect your account profile.

Step 2

Select a template for your resume sections.

You may customize your sections after making a choice. Choose the template that best matches your status as a candidate or the profession you are pursuing.

Step 3

Customize Your Sections

Customize your resume sections by changing their name, type, and position. You may add or remove sections by pressing the Delete or Add Section buttons.

Step 4

Create Resume Content

Click through each section listed on the left and enter content for your resume.

Step 5

Customize Look and Feel/ save document

Attachments

Resume Worksheet
Sample Skill Statements
Example Resume & Cover Letters

Additional assistance with your resume is available at the Career Services Center. Please call 696-2370 to make an appointment to see a Career Counselor or Coach.



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Resume Worksheet

Name _____
Address _____
Phone _____
E-mail _____

Objective What kind of work or position are you seeking?
(Be specific)

Skills What skills do you bring to the job?
No more than four or five (use bullets)

Education List education experience with your college experience
(*DO NOT list high school*)

Name of College/University	Graduation Date
Degree Minor	GPA (if 3.5+)

Internship Describe it as you would a regular work experience (use bullets)

Student Teaching Describe it as you would a regular work experience (use bullets)

Work Experience List experiences starting with most recent job. You can also include volunteer work experience (if relevant to position).

Date started to Date ended (or to Present)
Name and Location (City, State) of place of employment
Highlight responsibilities/experiences (use bullets)

Activities and Honors Use your college information – unless your high school award was exceptional (use bullets)

References DO NOT list your references on your resume. Explain how the reader can obtain them.

- A separate enclosed page
- Request copy of credential file from Career Services
- Available upon request



CAREER SERVICES

EXAMPLE JOBTAX RESUME

Mary Smith

210 Forrest Drive, Huntington, WV 25709

304.555.5555 | smith007@marshall.edu

OBJECTIVE

To obtain a position in accounting field where I could utilize my education and experience.

SKILLS

- Strong academic background in accounting and finance
- Excellent communication skills
- Excellent time and project management skills
- Working knowledge of Microsoft Office

EDUCATION

Marshall University

Huntington, WV

B.B.A. in Accounting GPA: 3.85

May 2010

INTERNSHIP

Blake & McCoy

Huntington, WV

Accounting Intern

January 2008 - May 2008

- Performed general accounting duties
- Prepared individual tax returns under direction of CPAs
- Used computerized accounting system to enter and process client data
- Prepared corporate accounts payroll

WORK EXPERIENCE

Chase Bank

Huntington, WV

Note Clerk (part-time)

March 2006 - Present

- Calculate and adjust interest on commercial and mortgage loans
- Provide customer service

Best Buy

Barboursville, WV

Credit Associate

June 2000 - February 2006

- Processed credit applications
- Solicited credit customers in person and through telemarketing

HONORS & ACTIVITIES

- Marshall University Dean's list; Fall 2007, Spring 2008, Fall 2008
- Accounting Club, secretary
- Huntington Area habitat for Humanity, volunteer, 2001 to present

REFERENCES

Available upon request



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SKILL STATEMENTS



CAREER SERVICES' SKILL STATEMENTS

- Strong computer skills using Microsoft Office.
- Fluent in French/Japanese/Spanish; extensive experience living and traveling abroad.
- Proven ability to work well with diverse populations.
- Quick learner; work equally well independently or as a cooperative team member.
- Excellent leadership, communication, and time management skills.
- Consistently promoted to increasingly responsible positions.
- Solid academic record; excellent references from professors and previous employers.
- Nominated as "Outstanding Student Teacher of the Year."
- Extensive experience working with mainstreamed special education students.
- Strong work ethic; highly motivated and goal oriented.
- Effectively manage many different responsibilities simultaneously.
- Motivated self-starter with an aptitude for learning new skills quickly.
- Handle crisis situations in calm and capable manner.
- Hard-working and reliable; able to collaborate in a team endeavor.
- Strong analytical and problem-solving skills.
- A positive and confident personality blended with strong work ethic.
- Ability to work well under pressure.
- Creative, high-energy problem solver.
- Proven ability to work independently or a collaborative team member.
- Solid communication, organization, and leadership skills.
- Handle high pressure situations in a professional and effective manner.
- Demonstrated diplomacy and patience in dealing with customers.
- Successfully initiated and developed _____ program.
- Recognized problem-solver and troubleshooter.
- Work effectively with minimal supervision.
- Effectively manage multiple, complex tasks
- Maintain composure under pressure.
- Consistently recognized as having excellent interpersonal skills.
- Goal oriented individual who is able work well under pressure to meet deadlines.
- Able to maintain a sense of humor in difficult situations.
- Proven ability to effectively manage operations, including hiring, training, and supervising staff.
- A loyal, team-spirited individual; able to reach and exceed goals.
- Skilled in coaching, counseling, and aiding people in making decisions.
- Plan and organize work efficiently; good follow-through with careful attention to detail.
- Good at getting the job done.
- Recognized for high ethical standards in all work performed.
- Skilled in explicit, concise writing and editing.
- Trained public speaker; able to clearly illustrate difficult-to-understand subjects.
- A high-energy, enthusiastic individual who excels in challenging and competitive environments.
- Skilled in problem-solving and troubleshooting.
- Proven ability to reach targeted goals.
- High energy; worked 30 hours per week while attending full-time.
- Strong work ethic; financed college and scholarship, grants, and part-time jobs.
- Skilled negotiator; able to resolve differences.
- Task oriented; meet deadlines while maintain accuracy and detail.
- Attuned to detail while able to see the big picture.
- Over ___ years successful experience at _____.



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COVER LETTER FORMAT

Marco Marshall
12 Penny Lane
Huntington, WV 25705

January 11, 2009

Ms. Mary Smith, Hiring Director
HR Department
Merck Pharmaceuticals
Edison, NJ 08529

Dear Ms. Smith:

Introductory paragraph: In this paragraph include information on who you are, why you are writing, and specifically where you have learned about this position opening. If you have learned about this position through another person, consider mentioning his or her name (personal referrals frequently get more attention).

Argument paragraph: One to three paragraphs. It should convince the employer that you have the right skills to fulfill the position requirements. Point out important features of your resume that pertain to the position you are applying for. Try to indicate specific knowledge of the position and the organization to which you are applying to show that you have true interest in this position and organization.

Closing paragraph: It should be short. Ask for an interview and you can either indicate that you will contact the employer on a specific date to follow up (active method), or leave at that and wait for the employer to contact you (passive method).

Sincerely,

Marco Marshall



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COVER LETTER EXAMPLE

Marco Marshall
12 Penny Lane
Huntington, WV 25705

January 11, 2009

Ms. Mary Smith, Hiring Director
HR Department
Merck Pharmaceuticals
Edison, NJ 08529

Dear Ms. Smith:

Please accept my cover letter and my resume as an application for the Pharmaceutical Sales Representative position, which was advertised at JobTrax, Marshall University's employment website, on November 12, 2008. I'm also writing at the suggestion of Bill Moyers, who recommended that I apply for the position.

As you will note from reviewing my resume, I have a BS in Marketing and one year of outside sales experience along with excellent communication and analytical skills. I am task oriented, diplomatic and able to interact professionally and socially with individuals from all backgrounds. Through my performance, management style and product knowledge at my current position, I have earned the recognition and respect from the upper management. I have become the company troubleshooter, frequently called to handle problem accounts that no one else seems to be able to save.

I feel that my education, experience, enthusiasm and persuasive ability would be a great asset to Merck Pharmaceuticals.

I would welcome the opportunity to meet with you and discuss my qualifications in detail. I look forward to your reply.

Sincerely,

Marco Marshall

Enclosure: Resume



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THANK YOU LETTER EXAMPLE

Marco Marshall
12 Penny Lane
Huntington, WV 25705

February 7, 2009

Ms. Mary Smith, Hiring Director
HR Department
Merck Pharmaceuticals
Edison, NJ 08529

Dear Ms. Smith:

Thank you for the opportunity to interview for the Pharmaceutical Sales Representative position. I was very impressed with Merck Pharmaceuticals and the sales department.

During our discussion, I told you about my sales background and my excellent interpersonal skills. I always strive to exceed the expectations of my superiors.

My work ethics and high professional standards are central in my work. It would be a dream come true for me to work for such a company as Merck Pharmaceuticals.

Thanks again for your time. I look forward to contacting you in two weeks to check on the status of your search.

Sincerely,

Marco Marshall