# ­­­­­­Metro State University logo.

# Sample Résumés for Students and Alumni

A collaboration between the Career Center and Writing Center

Updated as of July 2024

We've assembled six sample resumes with our best formatting advice to effectively showcase your qualifications, experience, and career aspirations. Revising your professional materials is key for exploring opportunities and planning your career intentionally.

Feature higher education degrees and certificates, relevant coursework or projects, work experience, and volunteer engagements that are most pertinent to your current search. Relevant life experiences can also help you pursue jobs and internships.

We strive to keep these resume samples easy to revise and accessible, but if you encounter any difficulties, you can contact the Career Center for assistance.

## **Resume Bullet Point Builder**

1. *Use Action Verbs*: Start with an action verb, such as coordinate, develop, collaborate, supervise, etc. Use the present tense for current positions and the past tense for previous positions.
2. *Explain With/For Whom*: Identify the individuals you're working with or for. This could include supervisors, colleagues, customers, clients, patients,
3. *Detail Skills*: Outline the skill, which can be either interpersonal or technical. Interpersonal skills include communication, teamwork, time management, and organization, etc. Technical skills include specific software or hardware.
4. *Show Outcomes*: Clarify the purpose of the task. Ask yourself, "What's the purpose of this task?" or "What achievement am I highlighting?"

## **Style Guide**

* Capitalize proper nouns.
* Write out numbers from one to nine, and use numerals for 10 and above.
* Write out an acronym the first time it is used: e.g., Management Information Systems (MIS).
* Choose one date format and stick with it: e.g., August 2024 or Aug 2024.
* Format numbers consistently, either as percentages (e.g., 60 percent) or numerals (e.g., 60%).
* Avoid first-person pronouns like I, me, or my as much as possible.
* Use digital-friendly fonts such as Calibri or Arial for visual clarity.
* Use bold and bullet points to highlight items like job titles, duties, degrees, and skills.

This document is available in alternative formats upon request. Please contact the

Center for Accessibility Resources at accessibility.resources@metrostate.edu or

(651) 793-1549.

# Antonia Pantoja

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## **PROFESSIONAL SUMMARY**

Bilingual Social Worker proficient in English and Spanish, with healthcare experience, eager to apply demonstrated expertise and academic knowledge to a hospital social worker role focused on providing patient-centered support.

* Deep commitment to empowering and promoting the well-being of vulnerable populations
* Excellent communication skills enhanced by training in active listening and cultural competence
* Licensed Social Worker (LSW) exam scheduled for Summer 2024

## **EDUCATION**

Metropolitan State University, Saint Paul, MN, Anticipated May 2024

**Bachelor of Science: Social Work** | **Minor inPsychology**

Relevant Coursework: Human Behavior in the Social Environment; Comparative Racial/Ethnic Analysis; Welfare History and Policy; Community Research and Advocacy

## **SOCIAL WORK EXPERIENCE**

**Case Management Intern**, Daily Work, Saint Paul, MN, September 2023 – Present

* Manage a caseload of 6-10 clients using interpersonal communication skills to provide direct support and guidance to job seekers throughout their employment journey
* Conduct 1:1 meetings with job seekers, guiding assessments and interventions for tailored action plans
* Collaborate with a diverse team of interns and staff using teamwork skills to improve organizational processes
* Participated in the Overcoming Racism Conference to gain insights and tools for addressing systemic issues, promoting equity, and advocating for social justice

**Intern**, Mano a Mano, Saint Paul, MN, September 2022 – May 2023

* Coordinated volunteer recruitment efforts using interpersonal communication skills to attract dedicated individuals to support the organization's mission
* Organized volunteer events collaborating closely with other staff to increase community engagement
* Provided Spanish/English translation services to promote effective cross-cultural communication
* Assisted in grant and report writing using technical writing skills to secure essential funding and communicate the organization's achievements to donors and supporters

## **HEALTHCARE EXPERIENCE**

**Personal Care Assistant**, Minn Care Home Health, Saint Paul, MN, February 2021 – Present

* Encouraged client participation in community activities, building a sense of community through strong interpersonal communication skills
* Employed positive reinforcement techniques to redirect client behaviors, ensuring their safety and well-being
* Generated daily progress reports using Microsoft Word to document clients' advancements and milestones

# Julia T. Chavez

(612) 729-1999 | jtchavez@gmail.com | www.linkedin.com/in/j.chavez

## **SUMMARY**

**Market Researcher** | **Data Management**

Recent college graduate with interests and experience in finance, sales, and marketing seeking growth opportunities. Excited to leverage classroom and internship experiences in market research and data management. Highly motivated, collaborative, and bilingual professional fluent in English and Spanish.

## **EDUCATION**

Metropolitan State University, Saint Paul, MN Anticipated May 2023

**Bachelor of Arts: Individualized Studies** | **Finance, Sales, and Marketing**

*Featured Projects*

* Conducted statistical analysis of customer surveys and social media responses to identify key drivers of customer satisfaction for website utilization
* Designed an email market research proposal, including question design and audience segmentation, for a retail startup

## **RELATED EXPERIENCE**

**Marketing and Communications Intern** Summer 2022

State of Minnesota: Department of Natural Resources, Saint Paul, MN

* Collaborated with Marketing Consultant to expand agency's reach among traditionally underserved populations
* Coordinated with internal teams and external stakeholders to advance the outreach initiative within the Scientific and Natural Area Program
* Utilized various analytics tools, including Google Analytics, Salesforce, and content management systems

**Service Cashier** 2016 – 2018

Maplewood Toyota, Maplewood, MN

* Efficiently handle final invoices and payment collections through close communication with the Service and Parts departments
* Acknowledged for exceptional work under limited supervision and ensuring excellent customer service

## **OTHER EXPERIENCE**

**Fulfillment Center Warehouse Associate** 2018 – Present

Amazon, Shakopee, MN

* Selected, packed, and shipped customer orders efficiently in a fast-paced environment, ensuring timely delivery
* Independently troubleshooted any issues to maintain product quality standards and customer satisfaction

**Medical Assembly** 2016

Aerotek, Arden Hills, MN

* Inspected and assembled client products, adhering to industry standards, for quality assurance purposes

# Faduma Hassan

(612) 123-4567 | faduma.hassan@my.metrostate.edu | www.linkedin.com/in/fhassan/

## **PROFESSIONAL SUMMARY**

Seeking an internship opportunity in marketing to apply customer service, communication, and task management skills, while gaining practical experience and industry insights.

* Over 4 years of quality customer service experience working with diverse populations
* Reliable individual who is equally productive when working independently or on a team
* Fluent in Somali and English

## **EDUCATION**

Metropolitan State University, Saint Paul, MN Anticipated May 2024

**Bachelor of Science: Business Administration** | **Minor in Advertising** | GPA 3.8

Relevant Coursework: Marketing Principles; Consumer and Professional Buyer Behavior; Integrated Marketing Communications; Advertising Copywriting, Design and Production; Writing and Designing for the Web

*Student Associations*: Metropolitan State University Student Association: Student Leader September 2023 – Present

## **ACADEMIC PROJECT**

**True Friends Marketing Campaign**, Marketing Principles Fall 2023

* Designed promotional materials for community events using Adobe Illustrator, raising organizational visibility
* Coordinated a social media marketing campaign to boost community engagement using a variety of marketing principles and strategies

## **EXPERIENCE**

**Team Member**, Target, Saint Paul, MN January 2022 – Present

* Assist customers in finding merchandise using product expertise and effective communication skills to ensure a positive shopping experience
* Prioritize and execute tasks in a fast-paced environment, contributing to timely completion of responsibilities
* Train team members using coaching techniques to develop their knowledge of company policies and procedures

**Server**, Applebee’s, Saint Paul, MNJune 2018 – December 2021

* Presented a variety of food and beverage options to customers using exceptional customer service and menu expertise to establish a high-quality dining experience
* Demonstrated conflict management and problem-solving capabilities when resolving customer complaints

**Volunteer**, True Friends, Annandale, MN May 2017 – September 2017

* Developed and executed creative activities with children that were developmentally appropriate and engaging
* Collaborated with parents and coworkers using interpersonal communication skills to ensure each child receives customized care

# Asad Abdullahi, r.n.

(612) 872-9899 | asadabdulrn@gmail.com | R.N. License: MN #494944

## **OBJECTIVE**

Dedicated and multilingual Registered Nurse with an entry-level Master's in Nursing and extensive healthcare management experience. Fluent in Somali, Spanish, Hmong, and English. Seeking a challenging position with Allina Health in a clinical or hospital setting.

## **EDUCATION**

**Master of Science: Nursing**, Metropolitan State University, St. Paul, MN, May 2022

Coursework: Health Assessment; Holistic Nursing Care of Women, Children, and Families; Mental Health Nursing; Leadership, Quality, and Finance in Nursing; Nursing in the Community; Pharmacology and Health Assessment

**Bachelor of Science: Biology**, University of Wisconsin-Eau Claire, Eau Claire, WI, May 2019

## **CLINICAL EXPERIENCE**

**Student Nurse**, Children’s Hospital of Minnesota, Minneapolis, MN, April 2022 – August 2022

* + Administered comprehensive care to children ranging from premature infants to teenagers
  + Preceptorship: Neonatal Intensive Care, 120 hours
  + Clinical Rotation: Medical Surgical, 80 hours

**Neonatal Intensive Care** (120 hours); **Medical Surgical** (80 hours)

Children’s Hospital of Minnesota, Minneapolis, MN, April 2022 – August 2022

* Administered comprehensive care to children ranging from premature infants to teenagers

**Student Nurse**, Fairview Hospital, Burnsville, MN, December 2020 – May 2021

* Assisted in providing total patient care for post-operative individuals within a 75-bed unit
* Preceptorship: Medical Surgical (120 hours)
* Clinical Rotation: Geriatric Care, 80 hours
* Clinical Rotation: Neonatal Intensive Care, 120 hours

## **WORK EXPERIENCE**

**Certified Nursing Assistant (CNA)**

Martin Luther Campus, Bloomington, MN, 2018 – Present

* Coordinate holistic patient-centered care for residents in the Memory Care Unit of a 45-bed residential facility, prioritizing their mental and physical well-being
* Collaborate with colleagues to address urgent needs, using problem-solving and critical thinking skills
* Proficient in charting observations and interventions in electronic medical records (EMR) systems

## **LEADERSHIP EXPERIENCE**

**Nursing Student Organization (NSO)**

Metropolitan State University, St. Paul, MN, August 2019 – Present

* Organize volunteer events to promote health education and awareness within the community
* Implement strategies to increase membership engagement and participation

# James Johnston

(612) 729-1999 • j.johnston@outlook.com • https://github.com/j-johnston

## **SUMMARY**

Adaptable Computer Science student seeking an internship to utilize technical skills developed through academic coursework and hands-on experience. Recognized for resourceful problem-solving abilities and exceptional interpersonal communication skills.

## **TECHNICAL SKILLS**

**Operating Systems**: Vista, XP, Server 2016/2019, Novell, NetWare, UNIX, Linux

**Hardware**: Servers, Hubs, Routers, Switches, Tape Backup Drives, Cloud Backups

**Software**: MS SQL Server, FileMaker Pro, pcAnywhere, MS Exchange, EnCase

**Languages**: Python, Visual Basic, C, C++, HTML, XHTML, CSS, JavaScript

## **EDUCATION**

Metropolitan State University, Saint Paul, MN Anticipated 2025

**Bachelor of Science: Computer Science**

Relevant Coursework: Programming; Algorithms and Data Structures; Organization of Programming Languages; Object-Oriented Design and Implementation; Parallel and Distributed Algorithms, Networks and Security; Operating Systems

Minneapolis Community & Technical College, Minneapolis, MN 2023

**Associate of Science: Information Technology**

## **ACADEMIC PROJECT**

**Traffic Management System**, Parallel and Distributed Algorithms Spring 2024

* + Developed a traffic management system utilizing Python and machine learning algorithms
  + Collaborated with a team of four students to design and implement the system
  + Implemented real-time data analysis to optimize traffic flow and reduce congestion in urban areas

## **EXPERIENCE**

**IT Help Desk Student Staff**, Metropolitan State University, Saint Paul, MN 2023 – Present

* Configure 100 new accounts monthly, providing e-mail and access to online learning platforms
* Recognized as a key player in the conversion from Windows 7 to Windows 10
* Collaborated on the migration of 10,000 user accounts from GroupWise to Microsoft
* Troubleshoot and repair PCs, projectors, and networking across the campus, while engaging with students and faculty to resolve software and network challenges

**Account Processor**, U.S. Bank, Saint Paul, MN 2016 – 2022

* Resolved account discrepancies and supported credit analysts in collections efforts to maintain financial integrity
* Recorded daily deposit data for accounts receivable systems across 20 bank branches
* Cross-trained accounts receivable team members to optimize staffing flexibility and enhance efficiency

## **MEMBERSHIPS**

Minnesota State IT Center of Excellence (ITCOE) 2024 – Present

The League of Professional System Administrators 2023 – Present

# Aliah Chau

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## **SUMMARY**

Adaptable college graduate seeking an entry-level opportunity in the medical research industry. Expertise includes:

* Assisted in laboratory work for an organic chemistry course; volunteered to conduct outreach workshops at several local high schools
* Improved students' academic performance as a tutor and mentor for biology, chemistry, and algebra courses
* Recognized by the biology department for dedication as a research associate

## **EDUCATION**

Metropolitan State University, Saint Paul, MN 2023

**Bachelor of Science: Biology** | *cum laude*

Minneapolis Community & Technical College, Minneapolis, MN

**Associate of Science: Accounting**

## **PROFESSIONAL ACCOMPLISHMENTS**

**Related Courses**

* Completed coursework in Pollution Ecology, Biology of Cancer, Plant Physiology, Ecosystem and Global Ecology, Molecular Biology
* Conducted extensive research in environmental biology and ecosystems

**Leadership**

* Facilitated 20+ student projects, demonstrating attention to detail, resulting in successful project completions
* Organized events and created promotional materials for community outreach, enhancing engagement

**Teaching and Training**

* Tutored, mentored, and trained students in laboratory techniques and technology, improving their technical skills and academic performance
* Assisted professors with research by documenting and analyzing results, contributing to published findings

## **WORK HISTORY**

**Account Processor**, US Bank, Saint Paul, MN 2021 – Present

* Streamline reconciliation processes with cross-functional teams, reducing processing time by 20%
* Collaborate with account managers to resolve discrepancies using problem-solving skills, leading to improved accuracy in financial reporting

**Accounting Assistant,** Cody’s Tax Service, Mendota Heights, MN 2013 – 2021

* Assisted senior accountants with tax preparation, ensuring timely submission of 200+ tax returns annually
* Communicated with clients, utilizing interpersonal skills to gather necessary financial information

# Moua Xiong

Saint Paul, MN | (651) 699-9059 | moua.xiong@my.metrostate.edu

## **SUMMARY**

Licensed K-6 Teacher fluent in both Hmong and English, seeking to improve educational opportunities for urban learners. Experience includes:

* + Adept in designing culturally diverse and inclusive curriculum to address individual needs
  + Skilled in instructing students and facilitating assessments to accurately measure learning outcomes
  + Proficient in de-escalation techniques and empathetic student support

## **EDUCATION**

Metropolitan State University, Saint Paul, MN, Anticipated May 2024

**Bachelor of Science: Urban Elementary Education (K-6 Licensure)** | GPA 3.82

Relevant Coursework: Multicultural Education, Child Psychology, The Child and the Family in an Urban Setting, Assessment of Learning in Urban Grades K-6, Integrated Classroom Management Methods in Urban Grades K-6

Minneapolis Community & Technical College, Minneapolis, MN, May 2022

**Associate of Applied Science: Early Childhood Education**

## **EXPERIENCE**

Chelsea Heights Elementary, Saint Paul, MN

**Lead Teacher** – Grade 2 and 3, August 2019 – Present

* Develop curriculum that is culturally diverse and inclusive to the unique needs of all students served
* Instruct students and facilitate assessments to gauge their progress and learning outcomes
* Demonstrate de-escalation techniques and empathy when addressing frustrated or upset students
* Mentor and guide fellow teachers in instructional methods, fostering a collaborative learning environment

Randolph Elementary, Saint Paul, MN

**Teacher Assistant** – Grade 1, August 2017 – May 2018

* Collaborated with the teacher in a classroom with 27 students to address educational needs, focusing on math and literacy, and close the gap
* Delivered personalized tutoring to students, ensuring comprehension and completion of assignments
* Provided feedback on children’s behavior and developmental progress, allowing the Lead Teacher to provide holistic assessments to families

**Special Education Assistant**, August 2015 – May 2016

* Established rapport with special education students, particularly those with autism spectrum disorder
* Enhanced students’ reading scores through implementation of the Accelerated Reading Program

# Name Here

(XXX) XXX-XXXX | example@email.com | www.linkedin.com

## **SUMMARY**

An objective statement outlines your career goals and aspirations. Including it provides clarity to recruiters, guiding them in matching your skills and ambitions with their organization's needs.

* These bullet points serve as a professional summary
* If you opt to include them, they are typically tailored to match the skills listed in the job description

## **EDUCATION**

Metropolitan State University, Saint Paul, MN, Anticipated Graduation Date

**Bachelor of Science/Arts: Discipline**

Relevant Coursework: (Anywhere from 3 to 6 relevant courses are recommended)

## **ACADEMIC PROJECT**

**Name of Project**, Course Title, Semester Year

* Action Verb + With/For Whom + Skill + Outcome
* Action Verb + With/For Whom + Skill + Outcome

## **EXPERIENCE**

**Role**, Company/Organization, City, State, Month Year – Present

* Action Verb + With/For Whom + Skill + Outcome
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* Action Verb + With/For Whom + Skill + Outcome

**Role**, Company/Organization, City, State, Month Year – Month Year

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