

TAKE YOUR RESUME FROM BLAH . . . TO IMPRESSIVE!

Compare the resume on the left to the one on the right. Which do you prefer? What will an employer notice about your resume? To find out, make an appointment with a career counselor by calling 977-2828. **Want another challenge?** Try finding at least 12 errors in the resume on the left.



Lydia Engel
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OBJECTIVE: A position enhancing opportunities to write in a variety of environments and develop stronger communication skills.

EDUCATION:

St. Louis University
Degree in English, Minor in Communication May 2009
GPA: 2.9/4.0
Marian High School, Omaha, NE May 2005
Graduated with Honors

EMPLOYMENT:

RA, Reinert Hall
2006-2007
St. Louis, MO 63108

- helped residents with personal problems
- secured the floor and provided for residents' safety
- promoted and coordinated events

Special Events Intern, Foundation of Missouri Summer 2008
St. Louis, Missouri

Bess Treitter, Special Events Coordinator/Supervisor, 314-555-1234

- promoted special events using written pieces
- worked with supervisor and other team members to write letters, create brochures, etc.

Cashier, **Graphic Supply Co.**
2003-present
Clayton, MO 63105

- ring up sales and file paperwork.
- greeted customers with a positive attitude
- cleaned the store at the close of the business day.

HONORS AND ACTIVITIES:

SLU Make-A-Difference Day, Saint Louis University
English Club, Saint Louis University

REFERENCES: Available upon request

Lydia Engel

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(314) 555-1234 cell • student@slu.edu

PROFILE

A detail-oriented, organized ASSOCIATE PROPOSAL WRITER with excellent communication skills and the ability to handle multiple projects and work under tight deadlines. Eager to translate solid classroom and writing experience into proposal management and writing support within the healthcare industry.

EDUCATION

Saint Louis University, St. Louis, MO
Bachelor of Arts in English, Minor in Communication May 2009

- Worked 20 hours/week during academic year
- Coursework: Grant Writing, Writing for Public Relations, Technical Writing, Editing, Adv. Strategies of Rhetoric & Research, Business & Professional Writing

INTERNSHIP

Special Events Intern, Charity Foundation of Missouri, St. Louis, MO Summer 2008

- Wrote and formatted letters to individual and corporate donors
- Managed variety of projects from start to finish, working with experienced writers
- Created materials including sponsorship brochures, fliers and postcards
- Presented final project to senior leadership within the organization

PROFESSIONAL EMPLOYMENT HISTORY

Customer Service Representative, Graphic Supply Co., Clayton, MO 2003-Present

- Provide excellent customer service, acting as sales liaison
- Assist with training of new employees, systematized sales literature

Resident Advisor, Saint Louis University, St. Louis, MO 2006-2007

- Supported residence life in safety and security of 36 freshmen residents
- Promoted healthy lifestyle and referred residents to various campus resources
- Coordinated activities and managed entertaining programs to engage students

COMPUTER SKILLS

- Proficient in Microsoft Word, Excel, Publisher and PowerPoint
- Working knowledge of Adobe PhotoShop and Illustrator

HONORS/ACTIVITIES

Vice President of English Club, Saint Louis University 2008-2009

- Promoted club to students and organized various community service projects
- Communicated with English faculty in arranging events and sponsorship

SLU Make-A-Difference Day, Saint Louis University 2005-2008