

The Complete Professional Program

Educated

Ethical

Polished

Healthy

Community-Oriented

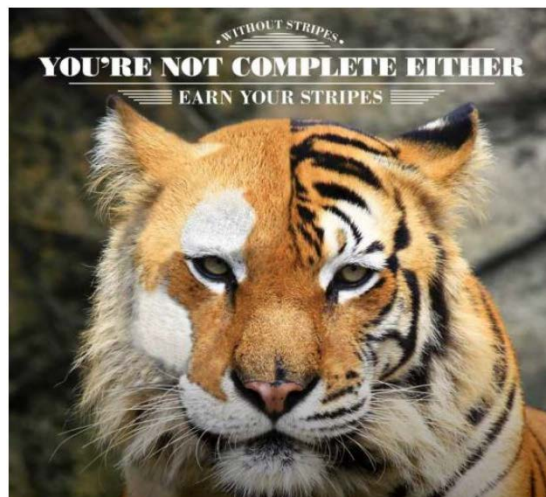
Resume Packet

Provided by

The Avron B. Fogelman Center for Professional Career Development

professional@memphis.edu

901-678-4740



Rev. 2/20/23

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Avron B. Fogelman Center for Professional Career Development

Résumé Packet

STUDENT INFORMATION

| | |
|---------------------|---|
| Name | |
| Major/Minor | |
| Expected Graduation | |
| Previous Degree(s) | |
| UofM Email | |
| Résumé Template | A) Academic B) Job Experience C) Graduate Student D) Functional E) Non-traditional F) Military |
| Résumé Approved by | <i>Office Use Only</i> |

To begin drafting your Résumé, please answer the following questions.

Describe your leadership and involvement - list both campus and community activities:

What have you done in these organizations? What? When? How long? Be specific - it will help you create content later.

Job and Internship Experience: *How much of your experience would be considered relevant to the current job market or a specific opportunity?*

Do you have specific work history issues such as a gap in your employment history?
Are there any other items that need consideration?

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| | | |
|--------------------------|---|--|
| <input type="checkbox"/> | Go to - memphis.edu/professional/students/resume.php Scroll down to “Build a Strong Résumé ” and select one of the templates to get started. | NOTE: Using one of the FCBE templates is REQUIRED for résumé approval. |
| <input type="checkbox"/> | Download one of the FCBE templates. Version A- Most experience related to academic and campus or community involvement. Version B- Most experience related to work history & skills gained through work experience. | See the tip boxes on each to help you develop your content. Use the tips on Version B for specific majors, such as MIS and Accounting. Note: Version B also shows how graduate candidates should reference their admission into grad school. If you are not pursuing grad school, just eliminate that step. |
| <input type="checkbox"/> | Use relevant action verbs when developing your résumé. | |
| <input type="checkbox"/> | A) College Activities in Chronological Order B) Jobs in Reverse Chronological Order (most recent first) <ul style="list-style-type: none"> Make sure to list <u>every</u> vital position held with a company and add them on your résumé. | <ul style="list-style-type: none"> Use present tense action verbs for present positions. Use past tense action verbs for past positions. It is your responsibility to disclose all college and/or work history to ensure they are represented on your résumé correctly. |
| <input type="checkbox"/> | Summary of Qualifications should: <ul style="list-style-type: none"> Highlight achievements, capabilities, certifications, and long-term career goals. | Summary of Qualifications should: <ul style="list-style-type: none"> NOT be more than three lines. |
| <input type="checkbox"/> | Education should include: <ul style="list-style-type: none"> Bachelor of Business Administration Major → Concentration & Minor (if applicable) Cumulative GPA and/or Major GPA Do not use graduation distinction until your final semester prior to graduation. | <i>Be sure to include Study Abroad and Internship Experiences.</i> Introduce each one separately. |
| <input type="checkbox"/> | Bullet Points: <ul style="list-style-type: none"> 1st bullet should describe highest skill or responsibility. Each bullet should start with present/past tense action verb. | Be sure to include a period after every statement. Try to limit bullet points to a total of no more than five. |

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| <input type="checkbox"/> | Résumé should only be one page. Exceptions are only for extensive career experience or outstanding leadership involvement. | DO NOT include references. If you want to highlight your accomplishments, try other resources like weebly.com & add the link to your résumé. |
| <input type="checkbox"/> | Format and save your résumé. | <ul style="list-style-type: none"> • Make sure you maintain proper spacing and alignment as formatted on the template. • Proof Carefully! • Always save your résumé as: Last name, First name, Résumé, Today's Date Example: SmithJaneRésumé3072017 <i>This step helps employers find your résumé among other candidates.</i> |
| <input type="checkbox"/> | Upload completed résumé into Fogelman Internship Network (FIN) at www.memphis.edu/professional and click on the student tab. You will find the <i>FIN Student Login</i> link on the left. | If more work is needed, you will need to set up an appointment with Mrs. Donna LaRiviere, at dlarivir@memphis.edu for additional résumé coaching. |

For more information, visit the Fogelman Center for Professional Career Development at room 299 or 274, or contact us at professional@memphis.edu.

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Great Action Verbs for Your Résumé

You Led a Project

If you were in charge of project or initiative from start to finish, skip “led” and instead try:

| | | | | |
|------------|-------------|--------------|----------|-------------|
| Activated | Coordinated | Operated | Planned | Programmed |
| Assigned | Executed | Orchestrated | Presided | Represented |
| Chaired | Headed | Organized | Produced | Steered |
| Controlled | | | | |

You Envisioned and Brought Life to a Project

If you actually developed, created, or introduced that project into your company, try:

| | | | | |
|--------------|-----------|-------------|-------------|-------------|
| Activated | Created | Engineered | Formulated | Instituted |
| Administered | Designed | Established | Founded | Introduced |
| Built | Developed | Formalized | Implemented | Pioneered |
| Chartered | Devised | Formed | Initiated | Spearheaded |
| Constructed | | | | |

You Saved the Company Time or Money

Hiring managers love candidates who’ve helped a team operate more efficiently or cost-effectively.

To show just how much you saved, try:

| | | | | |
|--------------|-----------|------------|------------|-----------|
| Budgeted | Deducted | Eliminated | Lessened | Tightened |
| Conserved | Detected | Estimated | Reconciled | Uncovered |
| Consolidated | Diagnosed | Identified | Reduced | Yielded |
| Decreased | | | | |

You Increased Efficiency, Sales, Revenue, or Customer Satisfaction

If you can show that your work boosted the company’s numbers in some way, you’re bound to impress.

| | | | | |
|-------------|-------------|-----------|-----------|-----------|
| Accelerated | Capitalized | Furthered | Lifted | Surpassed |
| Achieved | Delivered | Gained | Maximized | Sustained |
| Advanced | Enhanced | Generated | Outpaced | Utilized |
| Amplified | Expanded | Improved | Sold | Validated |
| Boosted | Expedited | Increased | | |

You Changed or Improved Something

So, you brought your department’s invoicing system out of the Stone Age and onto the internet.

Talk about the amazing changes you made at your office with these words:

| | | | | |
|-------------|------------|---------------|--------------|--------------|
| Balanced | Influenced | Raised | Repaired | Standardized |
| Centralized | Increased | Redesigned | Replaced | Streamlined |
| Clarified | Installed | Refined | Restructured | Strengthened |
| Converted | Integrated | Refocused | Repaired | Transformed |
| Customized | Merged | Rehabilitated | Revamped | Updated |
| Fostered | Modified | Remodeled | Revitalized | Upgraded |
| Increased | Overhauled | Reorganized | Solved | Utilized |

Continued on back →

You Managed a Team

Instead of reciting your management duties, like “Led a team...” or “Managed employees...” show what an inspirational leader you were, with terms like:

| | | | | |
|-------------|----------|-----------|-----------------|--------------|
| Aligned | Fostered | Mentored | Taught | Trained |
| Cultivated | Guided | Mobilized | Shaped | Troubleshoot |
| Directed | Hired | Motivated | Solved Problems | Unified |
| Enabled | Inspired | Recruited | Supervised | United |
| Facilitated | Mediated | Regulated | | |

You Brought in Partners, Funding, or Resources

Were you “responsible for” a great new partner, sponsor, or source of funding? Try:

| | | | | |
|----------|--------|-----------|------------|-----------|
| Acquired | Forged | Marketed | Negotiated | Partnered |
| Arranged | Hosted | Navigated | Obtained | Secured |
| Extended | | | | |

You Supported Customers

Manning the phones or answering questions really means you’re advising customers and meeting their needs:

| | | | | |
|-----------|------------|-----------|-----------|------------|
| Addressed | Arbitrated | Educated | Fulfilled | Pinpointed |
| Advised | Assisted | Expressed | Helped | Resolved |
| Advocated | Coached | Fielded | Informed | Validated |
| Aided | Consulted | | | |

You Were a Research Machine

Did your job include research, analysis, or fact-finding? Mix up your verbiage with these words:

| | | | | |
|------------|------------|--------------|------------|-----------|
| Analyzed | Compiled | Forecasted | Mapped | Surveyed |
| Assembled | Discovered | Gathered | Measured | Tested |
| Assessed | Evaluated | Identified | Qualified | Tracked |
| Audited | Examined | Interpreted | Quantified | Uncovered |
| Calculated | Explored | Investigated | Researched | |

You Wrote or Communicated

Was writing, speaking, lobbying, or otherwise communicating part of you gig?

Explain just how compelling you were with words like:

| | | | | |
|-------------|--------------|------------|-------------|-------------|
| Authored | Conveyed | Defined | Illustrated | Promoted |
| Briefed | Convinced | Documented | Lobbied | Publicized |
| Campaigned | Corresponded | Drafted | Mediated | Reviewed |
| Co-authored | Counseled | Edited | Persuaded | Transcribed |
| Composed | Critiqued | Expressed | Presented | Translated |

You Oversaw or Regulated

Whether you enforced protocol or managed your department’s requests, describe what you *really* did, better:

| | | | | |
|--------------|------------|------------|-----------|-------------|
| Accomplished | Conducted | Dispatched | Itemized | Referred |
| Allocated | Delegated | Enforced | Managed | Screened |
| Approved | Designated | Ensured | Monitored | Scrutinized |
| Authorized | Determined | Inspected | Projected | Verified |
| Blocked | | | | |

You Achieved Something

Did you hit your goals? Win a coveted department award? Include that on your resume, with words like:

| | | | | |
|-----------|--------------|--------------|-----------|-----------|
| Attained | Demonstrated | Invented | Purchased | Solved |
| Awarded | Earned | Outperformed | Reached | Succeeded |
| Balanced | Exceeded | Overcame | Received | Surpassed |
| Captured | Finalized | Performed | Restored | Targeted |
| Completed | Heightened | Proved | Showcased | Won |
| Displayed | Identified | | | |

Britney Jones

3900 Wolf Lane, Germantown, TN 38138

(901) 517-0022

bjones@memphis.edu [LinkedIn](#)

Summary of Qualifications

Results-oriented, organized, and driven Accounting Honors major; certified in Microsoft Office, 2007.
Long-term professional goal is to be a career track candidate at a growth-oriented accounting firm.

Education **Bachelor of Business Administration**, Major: Accounting
University of Memphis, Memphis, TN
Expected graduation date: December 2016 GPA: 3.5

College Leadership Activities and Honors

- Honors Student Council Fundraising Chair and Philanthropy Committee, 2014-Present
- Beta Gamma Sigma Business Honor Society, 2014-Present
- American Institute of CPAs, Affiliate Member, 2014-Present
- Memphis Institute for Leadership Education (MILE) Graduate, Spring 2013
- MILE 2, Leadership Assistant, 2013-2014
- Deloitte Leadership Conference, Participant, 2013
- Provost and Robert C. Byrd Scholarship, Recipient, 2013

College Work Experience

Tax Audit Intern, January 2015 – August 2015, Frazee Ivy Davis, Memphis, TN

- Prepared individual and business tax returns using ProSystem fx Tax.
- Performed various analytical procedures, drafted engagement letters, compiled client financial information, and communicated to managers and partners effectively.
- Completed an audit of a local nonprofit and a 401k plan using ProSystem fx Engagement.

Merchandising Clerk, August 2013 – December 2014, Distribution Services Inc., Memphis, TN

- Communicated trend survey results to Kroger managers while managing projects effectively and efficiently.
- Reported weekly inventory and shipping orders to supervisors.
- Audited Kroger store displays and placement to insure a better customer experience.

Summer Intern, May – August 2013, U of M Office of Academic Internships, Memphis, TN

- Enhanced the accounting internship program by updating the accounting employer database and creating PowerPoint presentations for the Chair of the School of Accountancy.
- Assisted in research and development of a nonprofit fund by composing a white paper for financial analysis.
- Supported my internship site by providing program development assistance and ongoing diverse projects in internship tracking, evaluation, and communications.

Philanthropy

- Volunteer, St. Jude Children's Research Hospital and Ronald McDonald House, 2015
- Volunteer, Shelby Farms Greenline, 2014

List contact info.
in 9pt font size.

Britney Jones

Bold your name in
16/18pt font size, using
Garamond style font.

3900 Wolf Lane, Germantown, TN 38138
(901) 517-0022

bjones@memphis.edu

LinkedIn

Add LinkedIn and/or website
address next to e-mail.

Use your UofM
e-mail address.

Use 1" margins, but use 0.5"
(narrow) if extra space is needed.

Summary of Qualifications

Results-oriented, organized, and driven Accounting Honors major; certified in Excel, 2013. Long-term professional goal is to be a career track candidate at a growth-oriented accounting firm.

Education Bachelor of Business Administration, Major: Accounting Minor: Management
University of Memphis, Memphis, TN
Expected graduation date: December 2015, GPA: 3.5 magna cum laude

Use this statement
if you feel it will be
helpful.

U.S Citizen. No Sponsorship Required

List GPA if 3.0 or greater.

Use graduation distinctions
only in your final semester
before graduation.

Certification CPP (Certified Payroll Professional), 2015, Bloomberg Certification, 2014

Languages English, Spanish, Conversational French

Include professional certifications.

Computer Skills **Languages:** Visual Basic, SQL, HTML, PASCAL
Operating Environment: Windows 2000 and 2005
Business Tools: Case Tools, SAP, Office Suite,

Add this section only if you
have above average skills.

College Leadership Activities and Honors

- Honors Student Council Fundraising Chair and Philanthropy Committee, 2014 – Present
- Beta Gamma Sigma Business Honor Society, 2014 - Present
- American Institute of CPAs, Affiliate Member, 2014 – Present
- MILE 2, Leadership Assistant, 2013 - 2014
- Memphis Institute for Leadership Education (MILE) Graduate, Spring 2013
- Deloitte Leadership Conference, Participant, 2012
- Provost and Robert C. Byrd Scholarship, Recipient, 2012

Highlight upper
division courses
in your major.

List your leadership, honors,
and accomplishments with
your title or position in reverse
chronological order.

Relevant Coursework

Intermediate Accounting I, II, III, Federal Tax Accounting II, Advanced Auditing, Accounting Ethics, Cost Accounting

College Work Experience

Tax Audit Intern, January 2015 – August 2015, Frazee Ivy Davis, Memphis, TN

- Prepared individual and business tax returns using ProSystem fx Tax.
- Performed various analytical procedures, drafted engagement letters, compiled client financial information, and communicated to managers and partners effectively.
- Completed an audit of a local nonprofit and a 401k plan using ProSystem fx Engagement.

List in reverse
chronological
order with up
to 4 bullets.

Remember...
Present position =
present tense verbs.
Past position =
past-tense verbs.

Merchandising Clerk, August 2013 – December 2013, Distribution Services Inc., Memphis, TN

- Communicate results to Kroger managers while managing projects effectively and efficiently.
- Reported weekly inventory and shipping orders to supervisors.
- Assisted in reporting inventory changes resulting from marketing initiatives.

Philanthropy

- Volunteer, St. Jude Children's Research Hospital and Ronald McDonald House, 2014
- Volunteer, Shelby Farms Greenline, 2013

Ideally, your resume should be one-page.
Update each semester.

Include religious and non-
profit volunteer work.

Michelle B. Anderson

250 Taylor Circle, Memphis, TN 35400

(901)123-4522

mbander@memphis.edu [LinkedIn](#)

EDUCATION **Bachelor of Business Administration**

University of Memphis, Memphis, TN

Major: Marketing Minor: Computer Science

Expected graduation date: May 2019 GPA 3.5

EXPERIENCE **Business Analyst**, September 2018–Present

University of Memphis Enterprise Integration Laboratory, Memphis, TN

- Oversee team conducting feasibility assessment of a vertical online marketplace.
- Benchmark current vertical online marketplaces and analyze economic models.
- Assess business model options and technology requirements.

Business Analyst, Summer 2018

FedEx Corporation, Memphis, TN

- Led team in designing an actionable productivity analysis Executive Information System.
- Benchmarked current information resources and reported generation procedures.
- Developed best practice initiatives for resource recovery of EIS.

Congressional Intern, Summer 2017

Spencer Bacchus, Washington, D.C.

- Researched topics assigned by Senator's staff for weekly briefings.
- Conducted tours of senate building for visitors from Alabama.
- Gathered information on concerns of voters to identify key issues.

HONORS **Beta Gamma Sigma Honor Society**, 2016-2017

First USA Bank Scholarship Recipient, 2016

FedEx Scholarship Recipient, 2015

ACTIVITIES **Habitat for Humanity Building Volunteer**, 2017

Tennessee Computing Olympiad Assistant, 2016

Use 1" margins, but use 0.5" (narrow) if extra space is needed.

Michelle B. Anderson

Bold your name in 16/18pt font size, using Garamond style font.

List contact info. in 9pt font size.

250 Taylor Circle, Memphis, TN 35400
(901)520-2222
mbander@memphis.edu [LinkedIn](#)

Add LinkedIn and/or website address next to e-mail.

Use your UofM e-mail address.

EDUCATION

Use this statement if you feel it will be helpful.

Bachelor of Business Administration

University of Memphis, Memphis, TN
Major: Marketing Minor: Computer Science
Expected graduation date: May 2019 GPA 3.5 magna cum laude

List GPA if 3.0 or greater.

Use graduation distinctions only in your final semester before graduation.

U.S Citizen. No Sponsorship Required

Highlight upper division courses in your major.

RELEVANT COURSEWORK

Business Database Systems, Strategic Information Systems Management & Planning, Business Intelligence, Principals of Marketing, Consumer Behavior, Building Buyer/Seller Relationships, Management of Marketing Strategies

CERTIFICATIONS

CPP (Certified Payroll Professional), 2015, Bloomberg Certification, 2014

Include professional certifications.

LANGUAGES

English, Spanish, Conversational French

COMPUTER SKILLS

Languages: Visual Basic, SQL, HTML, PASCAL
Operating Environment: Windows 2000 and 2005
Business Tools: Case Tools, SAP, Office Suite

Include your computer-related accomplishments. Don't forget any social media skills.

EXPERIENCE

List in reverse chronological order, with up to 4 bullets.

Business Analyst, September 2018–Present

University of Memphis Enterprise Integration Laboratory, Memphis, TN

- Oversee team conducting feasibility assessment of a vertical online marketplace.
- Benchmark current vertical online marketplaces and analyze economic models.
- Assess business model options and technology requirements.

Congressional Intern, Summer 2017

Spencer Bacchus, Washington, D.C.

- Researched topics assigned by Senator's staff for weekly briefings.
- Conducted tours of senate building for visitors from Alabama.
- Gathered information on concerns of voters to identify key issues.

Remember...
Present position = present tense verbs.
Past position = past-tense verbs.

PROJECTS

Name: Executive Information System Recovery Standards, Spring 2017

FedEx, Memphis, TN

- Led team in designing an actionable recovery analysis for the Executive Information System.
- Explored current information resources for anomalies resulting in incidents.
- Utilized gathered data to develop best practices for incident recovery of EIS.

HONORS

Beta Gamma Sigma Honor Society, 2016-2017

First USA Bank Scholarship Recipient, 2016

FedEx Scholarship Recipient, 2015

ACTIVITIES

Habitat for Humanity Building Volunteer, 2017

Tennessee Computing Olympiad Assistant, 2016

Include your title or position. You may list religious and non-profit work.

Ideally your resume should be one page.
Update each semester.

OPTION 1

Britney Jones
3900 Wolf Lane, Germantown, TN 38138
(901) 517-0022
bjones@memphis.edu

OPTION 2

Britney Jones 3900 Wolf Lane, Germantown, TN 38138 • 901-517-0022 bjones@memphis.edu

OPTION 3

Britney Jones
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(901)517-0022 ■ bjones@memphis.edu

OPTION 4

Britney Jones
3900 Wolf Lane ♦ Germantown, TN 38138
(901)555-5555(Home) ♦ (901)517-0022(Cell) ♦ bjones@memphis.edu

OPTION 5

| | | |
|--|--|---|
| 3900 Wolf Lane Germantown, TN 38138 | Britney Jones bjones@memphis.edu | (901) 555-5555 - Home (901)517-0022 - Cell |
|--|--|---|

OPTION 6

Britney Jones

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OPTION 7

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OPTION 8

Britney Jones

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OPTION 9

BRITNEY JONES

3 9 0 0 W O L F L A N E , G E R M A N T O W N , T N 3 8 1 3 8
(9 0 1) 5 1 7 - 0 0 2 2 B J O N E S @ M E M P H I S . E D U
