



# Stuckert Career Center

*Office for Student Success*

# RESUME GUIDE



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## 2024-2025

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*A well-crafted resume is a unique and individual process for each job seeker. It is your **path to the interview**. Use this guide to begin your journey: sharing your experience, landing in the “**yes pile**”, and ending with **your ultimate goal: the ideal internship or job**.*

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## Basic Resume Principles

Before you start, read the basic principles to resume writing.

### 1. Understand the purpose and audience of your resume.

- The resume should be written with the audience in mind. Applying for a job? Each resume should be tailored to the specific position you're applying for.
  - Review the job description carefully. If certain skills, keywords, or traits are found, make sure those are reflected in your resume.
- Focus on information that is recent and relevant – that includes relevant work responsibilities and skills. Over time, information will transition off your resume.
  - When you graduate from college, much of the focus of your resume should be from your college experiences, not high school.
- Think of all your experience – part-time jobs, internships, volunteering, class projects and campus involvement. These can be used to communicate your knowledge, skills, and abilities.

### 2. How is your resume reviewed?

- Employers review resumes quickly, sometimes in 10 seconds or less. They are looking for keywords, skills and experience that showcase your ability to perform their specific position.
- Beware of applicant tracking systems (ATS). These automated systems help organize applicant information and sometimes screen applicant documents for the employer.

### 3. Avoid templates – Use a blank Word document (or Google docs)

- Templates are often overdesigned and include items that should *not* be on a resume, such as a personal photo, shapes/images, bright colors, text boxes, and multiple columns.
- Many templates limit the space you have available to write about your experience, skills & accomplishments.
- They can often cause issues with Applicant Tracking Systems. See page 11 for more information.

### 4. Formatting Recommendations

- Aim for a one-page resume.
- Use 1" margins; 0.5" if more space is needed.
- Be consistent with font styles and sizes throughout the document.
- Recommend 10-12 pt font size for most of your resume content.
- Use easy-to-read fonts that are work in both digital and print format.  
Examples – Arial, Calibri, Times New Roman, Verdana.
- Write in bullet points instead of paragraphs. This will include brief statements, not complete sentences, and no pronouns (I, me, my, we).
- List content in reverse chronological order.

### 5. Online Resources for Resumes

- Websites have made it easy to use artificial intelligence to write your resume. Exercise caution when using these tools and always carefully proofread for accuracy and errors:
  - Review the content AI creates; details can be inaccurate, or it can falsely describe your experience.
  - Avoid websites that make you pay for a resume – use campus resources instead for assistance.
  - Recommended Resource – [Big Interview \(https://uky.biginterview.com/\)](https://uky.biginterview.com/)

## Sections of a Resume

Listed below are common sections on a resume. Take time to consider the content you have to share and adjust where needed.

### Required Sections:

#### Contact Information

- Name—larger font size (16-22) and avoid nicknames
- Phone Number
- Email
- LinkedIn URL (optional)
- Address—optional (you can list city/state)

#### Education

As a student or new graduate—education section should be at the top of the page. Be sure to include:

- **Name** and **location** of the **institution**
- **Degree title** written out, with your major and minor – see transcript for specific wording
  - Do not abbreviate your degree to B.S. or B.A.
- **Graduation Date** and GPA if above 3.0 – Consider including your academic major GPA as well
- Mention **academic honors** if applicable (Dean's List, cum laude, etc.)
- **Study Abroad** experience
- **Relevant Coursework** (optional) – if you have taken relevant coursework electives not inherently tied to your major or minor, have little work experience, or do not fill one page.

#### Work Experience – Basics

Briefly give the employer an overview of work you have done. Choose your words carefully. Be positive, confident, and use action verbs to emphasize your skills.

##### **Include:**

- Title of position
- Name of organization
- Location of work (city, state)
- Dates of employment (month/year or season/year)
- Description of your work responsibilities with emphasis on specific skills and achievements

### Optional Sections:

- Objective/Summary/Profile
- Leadership/Involvement
- Volunteer Activities
- Projects
- Research
- Skills

### Always on a Separate Page:

- References – include their name, job title, employer, phone number and email address.
- Cover Letter

## NACE COMPETENCIES

The National Association of Colleges and Employers states: “For new college graduates, career readiness is key to ensuring successful entrance into the workforce. Career readiness is the foundation upon which a successful career is launched. Career readiness is, quite simply, the new career currency.” ([naceweb.org](http://naceweb.org))

One of the first steps in communicating your career-ready skills is to use language in your resume that points directly to the eight NACE Career Readiness Competencies. These are:

### CAREER READINESS

## Competencies for a Career-Ready Workforce



### Career & Self Development

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.



### Communication

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.



### Critical Thinking

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.



### Equity & Inclusion

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different cultures and backgrounds. Engage in anti-oppressive practices that actively challenge the systems, structures, and policies of racism and inequity.



### Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals.



### Professionalism

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.



### Teamwork

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.



### Technology

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.



### What Is Career Readiness?

Career readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management.

[naceweb.org/career-readiness-competencies](http://naceweb.org/career-readiness-competencies)

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## CONNECTING COMPETENCIES AND TRANSFERABLE SKILLS

Transferable skills are abilities and knowledge that are not specific to one job or industry but can be applied across various roles in different fields. When creating your resume, think of the skills you have already developed and how they can be applied to future positions. This is important in making yourself relevant to a position.

<u>Competency and Definition</u>		<u>Transferable Skills</u>	
Career & Self-Development	Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.	<input type="checkbox"/> self-awareness <input type="checkbox"/> articulate interests, skills and values <input type="checkbox"/> reflective <input type="checkbox"/> set goals	<input type="checkbox"/> manage time <input type="checkbox"/> self-assessment <input type="checkbox"/> motivated <input type="checkbox"/> attention to detail
Communication	Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.	<input type="checkbox"/> speaking <input type="checkbox"/> writing <input type="checkbox"/> listening <input type="checkbox"/> negotiating <input type="checkbox"/> facilitating	<input type="checkbox"/> public speaking <input type="checkbox"/> provide feedback <input type="checkbox"/> describe feelings <input type="checkbox"/> persuading <input type="checkbox"/> instructing
Critical Thinking	Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.	<input type="checkbox"/> review <input type="checkbox"/> analyze <input type="checkbox"/> identify problems <input type="checkbox"/> research	<input type="checkbox"/> integrate <input type="checkbox"/> compare <input type="checkbox"/> evaluate <input type="checkbox"/> gather information
Equity & Inclusion	Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-oppressive practices that actively challenge the systems, structures, and policies of racism and inequity.	<input type="checkbox"/> understanding <input type="checkbox"/> act <input type="checkbox"/> inclusive language <input type="checkbox"/> create a sense of belonging	<input type="checkbox"/> engage <input type="checkbox"/> open-minded <input type="checkbox"/> active listening
Leadership	Recognize and capitalize on personal and team strengths to achieve organizational goals.	<input type="checkbox"/> encourage <input type="checkbox"/> follow <input type="checkbox"/> motivate <input type="checkbox"/> empower <input type="checkbox"/> participate <input type="checkbox"/> set priorities	<input type="checkbox"/> sharing credit <input type="checkbox"/> leverage strengths <input type="checkbox"/> facilitate meetings <input type="checkbox"/> delegate with respect
Professionalism	Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.	<input type="checkbox"/> accountability <input type="checkbox"/> attention to detail <input type="checkbox"/> positive personal brand	<input type="checkbox"/> prioritization to complete tasks and accomplish goals
Teamwork	Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.	<input type="checkbox"/> support <input type="checkbox"/> compromise <input type="checkbox"/> cooperate <input type="checkbox"/> develop rapport	<input type="checkbox"/> desire to learn <input type="checkbox"/> open-minded <input type="checkbox"/> follow through <input type="checkbox"/> navigate conflict
Technology	Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.	<input type="checkbox"/> conduct research <input type="checkbox"/> troubleshoot <input type="checkbox"/> solve challenges with field-related technology	<input type="checkbox"/> comfortable learning new software/tools <input type="checkbox"/> aware of field-related technology

## DESCRIBING YOUR EXPERIENCES

Now that we've identified our skills, we can provide detailed information about our past experience and how it connects to future opportunities.

A competitive job market requires a competitive resume. Strengthen your resume by focusing on the transferable skills you have acquired. Avoid just listing your duties and responsibilities. Consider the audience of your resume, what skills will they be looking for? Below are some examples of how bullet points should be written on a resume.

### Avoid Job Responsibility/Duty Language

Worked as the lifeguard on duty

>>>>>

Sold clothing items to the customers who came to the store

>>>>>

### Show Impact You Made

Certified to perform emergency protocol for the health and safety of 2,500 daily guests

Identified customers' needs and sold \$1,000 worth of inventory weekly

## Samples from Common Positions:

### Childcare Provider

- Exercised leadership and sound judgment to ensure the safety, health, and welfare of 4 children ages 4 to 12
- Organized safe, fun, and educational activities such as museum visits and trips to the park to provide opportunities for learning and entertainment
- Assisted children with homework and school-related projects to encourage discipline and work ethic

### Lifeguard

- Monitored an average of 100+ swimmers daily and enforced pool-safety protocol to decrease the risk of a swimming-related injury
- Taught daily, hour-long swim lessons to individuals and groups of children ages 3 to 10 increasing their skill and comfort in the water
- Certified to perform emergency techniques for the safety of all guests

### Restaurant Server

- Enhanced ability to multitask while working in a fast-paced environment, completing tasks efficiently and with accuracy
- Managed guest relation issues such as complaints, recommendations, and accommodation requests to maintain high standards of customer service and satisfaction
- Utilized organizational and time management skills to maintain working approximately 24 hours per week while enrolled as a full-time student

### Retail Sales Associate

- Trained 10 new employees on procedures and store policies increasing comfort and experience with leadership
- Exhibited excellent attention to detail by accurately completing weekly inventory and submitting product orders
- Ensured displays were properly assembled according to organization charts, contributing to marketing strategy

### Tutor

- Tutored 10 undergraduate students in calculus and accounting to assist them in pursuing academic success
- Monitored student progress and provided candid feedback to encourage critical thinking and accuracy
- Developed examples and tutorial exercises to increase student understanding and retention of material

### Delivery Driver-Independent Contractor

- Monitor apps such as Doordash and Uber Eats for delivery orders in the area, earning an average of \$500 weekly in tips for stellar customer service
- Maintain the quality of food and utensils during the commute and upon delivery, communicating any mistakes to ensure customer satisfaction
- Increase efficiency and provide a seamless service by checking for specific instructions from restaurants and customers on collection and delivery of food purchases

## **RESUME-READY VERBS**

Following are general categories of verbs which you can adapt to communicate your career competencies and to develop skill and accomplishment descriptions within the experience section of your resume. These verbs can be interchangeable with different categories.

### **Leadership**

administered	converted	generated	merged	replaced
analyzed	coordinated	handled	motivated	restored
appointed	decided	headed	organized	reviewed
approved	delegated	hired	originated	scheduled
assigned	developed	hosted	overhauled	streamlined
attained	directed	improved	oversaw	strengthened
authorized	eliminated	increased	planned	supervised
chaired	emphasized	initiated	presided	terminated
considered	enforced	inspected	prioritized	
consolidated	enhanced	instituted	produced	
contracted	established	led	recommended	
controlled	executed	managed	reorganized	

### **Communication**

addressed	contacted	expressed	mediated	referred
advertised	conveyed	formulated	moderated	reinforced
arbitrated	convinced	furnished	negotiated	reported
arranged	corresponded	incorporated	observed	resolved
articulated	debated	influenced	outlined	responded
authored	defined	interacted	participated	solicited
clarified	described	interpreted	persuaded	specified
collaborated	developed	interviewed	presented	suggested
communicated	directed	involved	promoted	summarized
composed	discussed	judged	proposed	synthesized
condensed	drafted	lectured	publicized	translated
conferred	edited	listened	reconciled	wrote
consulted	explained	marketed	recruited	

### **Research/Data**

compared	evaluated	gathered	investigated	solved
conducted	examined	identified	located	summarized
critiqued	experimented	inspected	measured	surveyed
detected	explored	interpreted	organized	systematized
determined	extracted	interviewed	researched	tested
diagnosed	formulated	invented	searched	

### **Technical**

adapted	constructed	engineered	overhauled	restored
assembled	converted	fabricated	programmed	solved
built	debugged	fortified	rectified	specialized
calculated	designed	installed	regulated	standardized
computed	determined	maintained	remodeled	upgraded
conserved	developed	operated	replaced	utilized



## RESUME-READY VERBS

### Teaching

adapted	coordinated	explained	instructed	taught
advised	critiqued	facilitated	motivated	tested
clarified	developed	focused	persuaded	trained
coached	enabled	guided	set goals	transmitted
communicated	encouraged	individualized	simulated	
conducted	evaluated	informed	stimulated	

### Teamwork

acknowledged	cooperated	embraced	nominated	supported
assimilated	coordinated	forged	organized	volunteered
balanced	cultivated	gathered	partnered	
blended	diversified	joined	planned	
contributed	elevated	merged	resolved	

### Creative Skills

acted	created	entertained	instituted	originated
adapted	customized	established	integrated	performed
began	designed	fashioned	introduced	photographed
combined	developed	formulated	invented	revised
conceptualized	directed	illustrated	modeled	revitalized
condensed	displayed	initiated	modified	shaped

### Helping Skills

adapted	assisted	demonstrated	facilitated	motivated
advocated	clarified	diagnosed	familiarized	referred
aided	coached	educated	furthered	rehabilitated
answered	collaborated	encouraged	guided	supported
arranged	contributed	ensured	insured	
assessed	counseled	expedited	intervened	

### Organization

approved	compiled	logged	provided	scheduled
arranged	corresponded	maintained	purchased	screened
cataloged	distributed	monitored	recorded	set up
categorized	executed	obtained	registered	submitted
charted	generated	operated	reserved	supplied
classified	implemented	ordered	responded	standardized
coded	incorporated	organized	reviewed	systematized
collected	inspected	processed	routed	updated

## CUSTOMIZING YOUR RESUME TO A SPECIFIC JOB DESCRIPTION

Tailor the wording on your resume to the job description for which you're applying. This will help show the employer you have the relevant experience and skills needed for the position.

View the example below. Notice the similarities between the job description and resume content, especially the highlighted sections.

### Example Job Description

#### Overview for Financial Services Associate

This position provides **customer support** to ensure the effective execution of customer's needs. The position requires partnerships with multiple functional areas within the organization to ensure customer requirements are achieved at a professional level. This role actively collaborates with internal teams to build and maintain strong relationships with assigned accounts resulting in business growth.

#### Responsibilities:

- **Prepare loan documents** and execute loan closings on current renewal loans
- Provide updates to customers regarding status of loan applications
- **Assist customers by providing forecasts and budgets by creating summarizing reports**
- **Take an active role in identifying any potential process improvement opportunities to the finance and cost control activities and make recommendations for said improvements**
- **Maintain confidentiality** of all financial information
- **Analyze financial data** and assist in preparing reports for bi-weekly status meetings
- Balance assigned cash drawer daily
- **Support any special projects** as needed

#### Qualifications:

- Bachelor's degree in accounting or finance
- **Proficient in Excel** (preferred), Tableau or Power BI
- Ability to establish and maintain rapport with all levels and functions within the organization
- Strong analytical and critical thinking skills, demonstrated proactive decision-making ability
- **Exemplary time management & organizational skills** able to work in **fast paced environment**
- Ability to work well under tight deadlines & **quickly shift priorities** as needed
- Familiarity with QuickBooks or other financial management software

### Tailored Resume Example

#### Rebecca Resume

(000) 000-0000 | reb.resume@uky.edu | Lexington, KY

#### PROFESSIONAL SUMMARY

Dedicated finance professional with **strong interpersonal skills**. Capable of thriving in **fast-paced environments** while effectively **adapting as needed**, delivering quality results in a **timely manner**. Committed to communication and effective **collaboration** to enhance financial operations and achieve organizational goals.

#### EDUCATION

University of Kentucky  
Bachelor of Science in Finance  
Minor: Management  
Lexington, KY  
May 2024

#### EXPERIENCE

**Financial Services Intern** December 2023 – May 2024  
Wildcat Financial Services Lexington, KY

- **Analyzed data to prepare forecasting summaries and reports for customers**
- Assisted Financial Services Representatives in the **creation of financial documents** and maintained organization of customer files
- **Collaborated with department associates in identifying improvement opportunities of services**
- **Provided support to Financial Services Manager for special projects and assignments**

**Teller** May 2023 – August 2023  
UKY Bank Services Lexington, KY

- Provided **customer support** to members in a courteous and professional manner
- Maintained accurate account records by electronically updating member information as necessary
- Complied with all company privacy and safety policies to ensure **customer confidentiality**

#### INVOLVEMENT

**Member** August 2023 – May 2024  
University of Kentucky – Finance Society Lexington, KY

- Attended education seminars and participated in networking events

#### SKILLS

- **Proficient in Excel**
- **QuickBooks**
- **Excellent communication skills**
- **Collaboration**

## APPLICANT TRACKING SYSTEMS (ATS)

Many employers use these computer systems to manage and sort the volume of applications they receive. The ATS can be used to read your resume, scan for relevant information, and possibly rank candidates based on their qualifications. How you organize your resume can have a big impact on if it is viewed or rejected, and if you receive a call for an interview.

Here are a few tips:

- 1) Use simple, single column format on a Word or Google doc
- 2) Edit to ensure proper spelling (An ATS may not recognize misspelled words)
- 3) Use full, spelled-out versions of terms in addition to abbreviations (this includes job titles, credentials and degrees)
- 4) Customize each resume for specific positions. A “one-size-fits-all” resume is not helpful with an ATS
- 5) Avoid inserting any tables, images or graphics
- 6) Don’t overstuff the resume with skills you don’t have or try to trick it by adding words in white text. Remember, anything on the resume needs to be substantiated in an interview

## TEMPLATES

Templates can be a tempting resource when writing resumes. A person may feel the need to use one because it may help them stand out. However, templates do not translate well through Applicant Tracking Systems. Even if the resume is not rejected, the ATS could distort the document to make it unreadable or difficult to follow.

Here’s an example of how a template could appear after passing through an applicant tracking system:

```
ODRIGUEZ
OCIAL MEDIA MANAGER
44 7700 9530
ELLO@ANGELARODRIGUEZ.COM
WW.ANGELARODRIGUEZ.COM
ONTACT
XPERIENCE
DUCATION
COMMUNICATIONS INTERN
veloped a social media strategy to increase the following
the company website
earheaded a viral campaign for one of the company's new
oducts
ICH MEDIA INTERACTIVE | APR 2012 - JAN 2013
naged social media accounts and created social media
r daily postings
creased social media following and clicks by 200%
OCIAL MEDIA PRODUCER
EW MEDIA COMPANY | FEB 2013 - DEC 2014
am an experienced social media manager seeking a full-time
sition in the field of social media and marketing communications,
ere I can apply my knowledge and skills for continuous
provement.
ROFILE
NIVERSITY OF DUNDEE | 2009 - 2013
PA: 3.9
ACHELOR OF ARTS, MAJOR IN COMMUNICATION
WARDS
EW MEDIA COMPANY
OST OUTSTANDING SOCIAL MEDIA PRODUCER
EC 2014
ICH MEDIA INTERACTIVE
EST INTERN
AN 2013
O and Google Analytics
cial media strategy
rketing
b content development
pywriting
rporate blogging
oject management
yout design
oto editing
rket research
KILLS
```

# **SAMPLE RESUME FORMAT**

*Remember, resumes are unique to the author. Although the main ingredients are standard, the details should be customized based on your experiences.*

## **Your Name Here**

Phone Number | Email Address | City, State (optional) | LinkedIn (optional)

### **PROFESSIONAL SUMMARY** (Optional)

*You can choose to include a summary statement at the top of your resume (the most valuable real estate on the document). Similar to your elevator pitch, your Professional Summary should be brief (no more than 5 sentences long), state who you are, highlight 2-3 educational/career accomplishments demonstrating your unique value to the employer.*

### **EDUCATION**

University of Kentucky Lexington, KY  
Degree Title/Program Expected Graduation: Month/Year  
*List your overall or major GPA if over a 3.0 as well as any other academic honors or achievements you desire.*

#### **Study Abroad, Certificates, etc.**

- Completed any certifications or skills training? That is additional education! Include those experiences here with bullets or a description of what you learned.

### **EXPERIENCE** (\*List your experience in reverse chronological order)

Name of Employer City/State  
Job Title Dates of Service

- Your Experience section traditionally lists your work experiences, but as a student, it could also include your internships, experience as a student athlete, campus involvement, or community service.
- Describe what you did in each role using bullet points (not paragraphs). Consider the specific accomplishments and the primary responsibilities of your role.

Name of Employer City, State  
Job Title Dates of  
Service

- Begin bullet points with powerful action verbs in the correct tense.
- Include examples of transferable skills, especially those that may be highlighted in the job description. This is a great place to show your ability to perform the responsibilities of the position.

***TIP:** Additional sections can be added to your resume. Think about what headings make sense for your experience. Listed below are some examples.*

### **LEADERSHIP** (Optional)

Name of Organization City, State  
Leadership Title Dates of Service

- List your responsibilities and success stories as a leader of a campus or community organization.

### **SKILLS** (Optional)

- List any hard skills (think technical, industry-specific, language) that are applicable to the position

### **PERSONAL PROJECTS** (Optional)

Creator/Entrepreneur/Owner Dates of Service  
Name of Project

- Run a small business? Host a podcast? Conduct research independently? Personal projects that hone your skill set, supplement your education or utilize your creativity can be a great addition to your resume.

***TIP:** Do not list references on your resume. These are on a separate sheet with your resume heading.*

# RESUME SAMPLES

# Pablo Resume

4 University Street  
Lexington, KY

859-233-9876  
pablo.resume@uky.edu

## **Education**

University of Kentucky, Lexington, KY  
Bachelor of Science in Nursing (BSN)

- GPA: 3.50/4.00

Expected Graduation: May 2026

## **Licensure and Certifications**

- Basic Life Support (BLS) Certification, American Heart Association
- Advanced Cardiovascular Life Support (ACLS) Certification, American Heart Association
- Clinical Nursing Assistant (CNA)

## **Professional Experience**

Certified Nursing Assistant

St. Claire Hospital, Morehead, KY

May 2024 – Present

- Provide direct patient care, including assessment, planning, implementation, and evaluation of nursing care plans for patients with various medical conditions.
- Collaborate with interdisciplinary healthcare team members to develop and implement comprehensive patient care plans.
- Administer medications, monitor vital signs, and perform therapeutic treatments as prescribed by physicians.
- Maintain accurate and detailed patient records, ensuring compliance with HIPAA regulations and facility policies.

## **Clinical Rotations**

Medical-Surgical Nursing

UK Healthcare, Lexington, KY

January 2024 – May 2024

- Supported surgeons and surgical teams during various operations, ensuring a sterile environment and adhering to aseptic techniques.
- Observed patients' vital signs and overall condition during surgery, promptly reporting any changes or concerns to the surgical team.

Pediatrics

UK Healthcare, Lexington, KY

May 2023 – September 2023

- Provided education and guidance to patients and their families on health maintenance, disease prevention, and management of chronic conditions.
- Reacted swiftly and effectively to pediatric emergencies, providing basic life support and stabilizing patients until further medical intervention was available.

## **Skills**

- Proficient in electronic health record (EHR) systems, including EPIC and Cerner.
- Excellent critical thinking and problem-solving abilities in fast-paced clinical settings.

## **Professional Memberships**

- Member, American Nurses Association (ANA) May 2023 – Present
- Member, Kentucky Nurses Association May 2023 – Present

# Taylor Resume

(630) 465-6229 | Lexington, KY | [taylor.resume@uky.edu](mailto:taylor.resume@uky.edu) | LinkedIn Link

## EDUCATION

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University of Kentucky Lexington, KY  
Bachelor of Science in Accounting Expected Graduation: May 2027  
Minor: Finance  
GPA: 4.00/4.00

## RELATED EXPERIENCE

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Wildcat Tax Prep LLC Lexington, KY  
*Tax Intern* January 2024 – May 2024

- Researched and applied tax codes based on federal and state requirements
- Prepared 1040, 1120, 1120S returns and quarterly estimated tax payments
- Analyzed financial statements and source documents to ensure accuracy for tax preparation purposes
- Experienced in ProSystem Fx Tax & relevant software Fixed Assets CS and SurePrep
- Created spreadsheets in Excel to compile/reconcile client data

## OTHER EXPERIENCE

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Lions Woodridge Juniors Woodridge, VA  
*Club Volleyball Coach* November 2022 – August 2023

- Planned and ran practices three days a week to prepare team for successful performance
- Coached players to encourage execution of practice skills, resulting in a winning record for weekend tournaments
- Provided leadership to team which led to a championship at Windy City Power League Bronze Division
- Ensured safe interpersonal and physical environment for the well-being and development of all team members

## INVOLVEMENT

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Accounting Club Lexington, KY  
*Member* August 2023 – Present

- Interact with professionals in accounting to understand different aspects of companies and roles
- Collaborate with other members to discuss and problem solve ethical scenarios in the field

First-Generation Scholars Living Learning Program Lexington, KY  
*Participant* August 2023 – Present

- Participate in workshops and classes to develop professional branding
- Interact and network with business professionals to learn about various careers

Chi Omega Sorority Lexington, KY  
*Member* August 2023 – Present

- Volunteered on the events committee to assist with planning social and philanthropic events
- Fundraised for our philanthropy, Make-a-wish, raising over \$2,000 individually

Boys and Girls Club Woodbridge, VA  
*Volunteer Teacher* August 2020 – May 2023

- Created curriculum that was integrated program-wide to help students adjust to high school life
- Oversaw and implemented life skill lessons throughout the school year

# Jordan Resume

Lexington, KY  
859-123-4567/ J.Resume@uky.edu

## **EDUCATION**

### **Bachelor of Arts in Psychology**

University of Kentucky

GPA: 3.80/4.00

May 2026  
Lexington, KY

- Relevant Coursework: Research Methods in Psychology, Cognitive Psychology, Abnormal Psychology, Social Psychology, Statistical Analysis in Psychology

## **EXPERIENCE**

### **Research Assistant**

University of Kentucky Department of Psychology

September 2022 – Present  
Lexington, KY

- Assisted in designing and implementing research studies on cognitive behavior, collecting and analyzing data from over 200 participants.
- Collected and analyzed data using SPSS and Excel.
- Contributed to the preparation of manuscripts for publication in academic journals.
- Coordinated participant recruitment and maintained detailed records, contributing to a 25% increase in study enrollment.

### **Psychology Intern**

Pathway Counseling Center

June 2023 – August 2023  
Lexington, KY

- Assisted in providing individual and group counseling sessions to clients, addressing a wide range of mental health issues including anxiety, depression, and relationship difficulties.
- Assisted in developing and facilitating group therapy sessions for adolescents.
- Created informational materials for clients on mental health topics.

## **VOLUNTEER EXPERIENCE**

### **Peer Counselor**

University of Kentucky Counseling Center

September 2021 – May 2023  
Lexington, KY

- Provided peer support and counseling to students, offering a safe and empathetic space to discuss personal and academic concerns.
- Trained in active listening, crisis intervention, and conflict resolution techniques.
- Organized and led workshops on stress management and healthy coping strategies averaging around 20 students per event.

## **SKILLS**

- **Research & Analysis:** Proficient in SPSS, Excel, and qualitative data analysis.
- **Technical:** Familiar with online survey tools (e.g., Qualtrics), Microsoft Office Suite, and database management.

## **PROFESSIONAL MEMBERSHIPS**

- Member, American Psychological Association (APA)
- Member, Psi Chi International Honor Society in Psychology



# Priyanka Resume

Lexington, KY  
859-231-0987  
[priyanka.resume@uky.edu](mailto:priyanka.resume@uky.edu)

**Personal Summary:**

Motivated and detail-oriented engineering student with a passion for problem-solving and innovation. Eager to apply theoretical knowledge gained through coursework to real-world engineering projects and contribute to the success of a dynamic engineering team.

**Education:**

Bachelor of Science in Aerospace Engineering Expected Graduation: May 2026  
University of Kentucky, Lexington, KY GPA: 3.30/4.00

- Relevant coursework: Engineering Thermodynamics, Calculus IV, Elements of Heat Transfer, Aircraft Performance

**Technical Skills:**

- Familiarity with programming languages such as Python, MATLAB, and C++ and have experience with laboratory equipment and experimental procedures
- Knowledge of relevant engineering standards and codes
- Proficient in CAD software (AutoCAD, SolidWorks) for 2D and 3D modeling and drafting

**Projects:**

**Design and Fabrication of UK Solar Car**

- Led a team of 11 students in designing and fabricating a vehicle that runs on solar energy
- Utilized CAD software to create detailed design drawings and simulations
- Coordinated with team members to allocate tasks, manage timelines, and ensure project milestones were met and presented project findings and outcomes at the American Society of Mechanical Engineering (ASME) annual conference

**Engineering Internship:**

**Engineering Intern** May 2023-August 2023  
Lockheed Martin, Lexington, KY

- Assisted senior engineers in conducting design reviews and analyzing engineering specifications.
- Conducted tests and experiments to validate design concepts and troubleshoot technical issues and prepared technical documentation and reports summarizing project progress and findings.
- Employed advanced software tools such as ANSYS, SolidWorks, and LabVIEW for modeling, analysis, and troubleshooting of complex technical issues.

**Extracurricular Activities:**

- Member, SpaceLex 2023-Present
- Volunteer, SWE (Society of Women Engineering) STEM Education Day April 2024

**Certifications:**

- Professional Engineer (PE) License, (License Number:1235) Issued May 2024
- Certified SolidWorks Professional (CSWP), (License Number: 6543) Issued May 2024