MSU Career, Internship & Student Employment Services

Resume & Cover Letter Writing Guide

This packet provides guidance on creating professional resumes and cover letters that highlight your education, experience, skills, and accomplishments. For personalized feedback, schedule an appointment with a Career Education Coach or contact Career Services at (406) 994-7627 or visit us in SUB 177.

See the end of this guide for resume, cover letter, and references page examples.

Preparing Your Materials

Employers review resumes and cover letters to determine how well candidates match their organization and the position. Tailoring your application materials to the specific job helps showcase your qualifications, knowledge of the organization, and why you are a strong fit.

Organization Research & Job Descriptions

Before Applying, Ask Yourself:

- How does this position contribute to achieving the mission or goals of the organization?
- What commonalities exist between the position/organization with your current or past work experience?
- What *specifically* do you like about the organization?
- How does the organization's work and the position align with your career goals?
- How do your experience, skills, and abilities align with the required qualifications?

Tips for Tailoring Your Application

Tailoring your resume and cover letter to each position shows employers that you have taken the time to understand their organization and the role. Researching the employer, reviewing the job description, and incorporating relevant skills and keywords can strengthen your application and improve your chances of advancing in the hiring process.

- Review the job description and identify key skills, qualifications, and keywords.
- Incorporate relevant keywords from the posting into your resume and cover letter.
- Learn about the organization by researching its mission, values, and culture.
- Connect with someone at the organization, if possible, to gain additional insight.
- Use your research to determine if the position is a good fit for your skills and career goals.

Applicant Tracking Systems

Many employers use an Applicant Tracking System (ATS) to screen resumes before they are reviewed by a hiring manager. Improve your chances by following these best practices:

- Use keywords from the job description naturally throughout your resume and cover letter.
- Create your documents in a simple, professional format.
- Avoid tables, columns, headers/footers, graphics, and images.
- Use a standard, easy-to-read font (e.g., Arial or Times New Roman).
- Save and upload your documents in the file format requested by the employer.
- If you meet a recruiter at a career fair or networking event, let them know you've applied.

Application Instructions
Follow all application instructions carefully and submit all required materials in the requested format. Missing documents or failing to follow directions may result in your application being removed from consideration.

Application Instructions
Many organizations require candidates to apply through an online application system, even if they have spoken with a recruiter in person. Always complete the employer's online application process unless instructed otherwise.

Applying for Federal Jobs
Federal resumes differ from standard private-sector resumes and are typically two or more pages long. They require additional information, such as salary history and detailed work experience. Before applying, review the Federal Resume Guideline (**https://help.usajobs.gov/faq/application/documents/resume/what-to-include**) and search for opportunities on USAJOBS (**https://www.usajobs.gov/**)

Resume Basics

A resume is a professional summary of your education, experience, skills, accomplishments, and involvement. Focus on the qualifications most relevant to the position you are applying for.

- Highlight relevant education and work experience.
- Showcase accomplishments, not just job duties.
- Demonstrate the skills you used in each role.
- Be tailored to the position you are applying for.
- Be clear, concise, and easy to read.

Reverse Chronological Resume

- Most common resume format.
- Lists work experience with the most recent position first.
- Uses bullet points to highlight accomplishments, responsibilities, and skills.

Functional Resume

- Emphasizes skills and abilities over work history.
- Best for career changes, employment gaps, or highlighting transferable skills.
- Includes examples of accomplishments that demonstrate your skills.

Combination Resume

- Combines work experience with a dedicated skills section.
- Highlights both accomplishments and relevant qualifications.
- Ideal for candidates with diverse experience or those changing careers.

Resume Formatting

Your resume should be neat, professional, and easy to read. Consistent formatting helps employers quickly find your qualifications and creates a positive first impression.

Avoid Resume Templates

- Create your resume from a blank document whenever possible.
- Many templates are difficult to edit and may not be compatible with Applicant Tracking Systems (ATS).

Margins

- Use consistent margins between **0.5–1 inch** on all sides.
- Avoid borders or excessive white space that can make your resume appear cluttered

Font

- Use a professional, easy-to-read font such as Arial, Calibri, Times New Roman, or Verdana.
- Use 11–12 pt font for body text and a slightly larger font for your name and section headings.
- Use bold sparingly to emphasize important information.

Length

- Keep your resume to one page whenever possible.
- A two-page resume is appropriate if you have extensive relevant experience or are applying for positions that require additional detail (e.g., federal resumes).

Color, Images, & Graphics

- Use color sparingly and only when appropriate for your industry.
- Avoid images, graphics, and decorative elements, as they may not be ATS-friendly.
- Focus on a clean, professional layout that is easy to read.

Note: Creative fields such as graphic design, marketing, advertising, and communications may allow for more visual resumes. Research industry standards before adding color, graphics, or unique design elements.

Resume Sections

Choosing Your Experience

Select experiences that best demonstrate your qualifications for the position. In addition to work experience, consider including coursework, projects, leadership, volunteer work, student organizations, and other experiences that showcase transferable skills relevant to the job.

- Prioritize the experiences most relevant to the position.
- Highlight transferable skills such as communication, leadership, teamwork, problem-solving, and time management.
- Include keywords from the job description whenever appropriate

Section Titles

Organize your resume into clear, easy-to-read sections. Arrange sections based on their importance to the position and list experiences in reverse chronological order within each section.

Common Resume Sections

- Contact Information
- Professional Summary (Optional)
- Education
- Experience
- Skills
- Relevant Coursework or Projects
- Leadership Experience
- Community Service/Volunteer Experience
- Professional Affiliations
- Honors & Awards

Contact Information (Header)

Your header should appear at the top of your resume and include your contact information. Use the same header on your resume, cover letter, and reference page for a consistent and professional appearanc

- Include your full name, phone number, professional email address, and city/state.
- Make your name larger than the rest of the text.
- Ensure your voicemail is professional.
- Use a professional email address (avoid nicknames).
- Include your LinkedIn profile or professional portfolio, if applicable.

Professional Summary (Optional) Profiles

A professional summary is a brief introduction that highlights your qualifications, skills, and career goals. Tailor it to each position by emphasizing the experiences and strengths most relevant to the employer.

- Keep it to 2–4 sentences.
- Focus on relevant skills, accomplishments, and career goals.
- Customize it for each position.
- Avoid generic statements without examples or context.

Example WITHOUT context and specific skills: *Mechanical engineering student seeking professional role where I can grow my skills. Problem solver with strong communication skills. Hardworking, dependable, and punctual. Experience leading teams and working with others to complete projects.*

Example WITH context and specific skills: *Highly motivated Mechanical Engineering student with experience applying problem solving and interpersonal skills in a corporate professional setting. Skilled in using SolidWorks, MatLab, MathCAD, AutoCAD, Pro-E CREO, LabVIEW, ANSYS, and NI modules. Demonstrated ability to delegate work, lead teams, and oversee projects.*

Note: Professional Profiles are not required. For instance, if you are submitting a cover letter, you may choose to omit the profile section and use the space for other content.

Bullet Points & Descriptions

Your bullet points should clearly communicate your accomplishments, responsibilities, and the impact of your work. Tailor each description to the position by incorporating relevant skills and keywords from the job description.

Writing Strong Bullet Points

- Begin each bullet point with a strong action verb.
- Focus on accomplishments rather than simply listing job duties.
- Provide specific examples that demonstrate your skills and contributions.
- Use present tense for current positions and past tense for previous positions.
- Quantify your achievements whenever possible using numbers, percentages, or dollar amounts.
- Keep bullet points concise, relevant, and results-oriented.

Example:

Needs Improvement

- *Oversaw work of landscape crew to complete work on time*

Why it needs improvement:

- Uses a weak action verb and lacks specific details.
- Does not quantify the scope of work or level of responsibility.
- Fails to highlight accomplishments or the impact of the work.

Strong Bullet

- *Supervised and delegated daily assignments to 7-10 landscape crew members to ensure safety of all workers and timely completion of work*

Why it's stronger:

- Begins with a strong action verb that clearly describes the role.
- Includes measurable results by quantifying the number of employees supervised.
- Demonstrates leadership, responsibility, and the positive impact of the work.

Cover Letter Basics & Types

Cover letters provide an opportunity to entice the hiring authority to review your resume with interest. They are not written to restate the resume but to elaborate upon and provide context for experience listed in your resume. Avoid describing experiences adequately addressed in your resume. Cover letters must be well crafted and specific to each position and organization to which you apply. Effective cover letters:

- tell your unique story,
- set you apart from the competition,
- demonstrate that you have researched the company and understand their mission and values,
- describe why you would be a good fit for the organization and the contributions you will make.

Letter of Application
This type of cover letter is written to accompany a resume for a known position. You are writing to the hiring authority regarding the position posted, explaining why you are a good fit for the organization. You should integrate information, including keywords from the position description, as well as your own research about the organization. Doing so will reflect your understanding of the position and organization.

Letter of Inquiry
This type of cover letter generally accompanies a resume sent to an organization for which there is no known opening. This type of letter can also be used when someone refers you to an organization, recommending you apply for a position that may not be advertised. In certain situations, you may submit this inquiry within the body of an email with your resume attached.

Cover Letter Formatting & Content

Masthead/Heading
This section of the cover letter should include your name, phone number, email address, and current city and state of residence.

- Use the same masthead/heading for your resume, cover letter, and references page. This will allow a professional presentation of uniform documents.
- Your name should stand out and be larger than the rest of the text.
- Provide your primary phone number – remember to set-up a professional voicemail greeting and make sure your voice mailbox isn't full!
- Provide a *professional* email address. A version of your first and last name or initials is best. Avoid complicated combinations of letters, periods, numbers, etc. Popular email services like Gmail and Outlook are recommended.
- You may also include links to your LinkedIn account and/or personal websites in your masthead.

Date
Include the date you are submitting your application after your masthead.

Employer/Organization Information
Address your letter to the hiring authority, using correct name, official title, and business address. If no name is listed, contact the organization's human resources office to inquire about who you should address on your cover letter. You may also address the letter to the "Search Committee," "Hiring Committee," "Hiring Manager," or similar title.

Salutation
A salutation is the phrase you use to greet the reader before beginning your introduction. When writing your salutation, confirm and properly write the correct spelling of the person's name and how the individual prefers to be addressed (Dr., Ms., Mr., etc.).

Sample 1: Mechanical Engineering Undergraduate
Cover Letter

John D. Smith

Bozeman, MT 59717 | 406.555.2323 | john.d.smith@email.com | linkedin.com/in/john-smith-25

September 18, 2022

Donald Johnson
Human Resources Director
Gray & Postell Inc.
6600 Peachtree Dunwoody Rd. NE
Sandy Springs, GA 30328

Dear Mr. Johnson,

I write to apply for the Mechanical Design position with your Atlanta area office. In December 2023, I will graduate with a Bachelor of Science degree in Mechanical Engineering from Montana State University. The opportunities your firm offers for a career in the design and consulting industry, as well as Gray and Postell's reputation for strong continued growth, are two of the reasons I am applying for this position.

My internship experience at Boeing provided excellent exposure to the project phases of an HVAC system, including inventory, evaluation, design, and layout. Many times, I was given autonomy to complete these assigned tasks and did so successfully without supervision. At the same time, I successfully coordinated my work with a design team and other interns to troubleshoot problems. At Boeing, I embraced and relished the opportunity to work on challenging projects. These projects allowed me to demonstrate my self-starting work ethic, which I believe will be an asset at Gray and Postell.

As a Job Site Foreman for Sparrow's Nursery and Landscaping in Bozeman, Montana, I successfully supervised the work of 10-12 employees at one time. This included coordinating crew schedules with multiple job site contractors to ensure safety of all workers and timely completion of landscaping work. In addition, I successfully planned project installations and solved problems within the limits of a budget. I look forward to applying and further developing my leadership and project management skills at Gray and Postell.

I am confident I will make a positive contribution at Gray and Postell as I work alongside some of the best professionals in the field on my path to attaining my Professional Engineer licensure. Thank you for your time and consideration, and I look forward to discussing this opportunity with you further.

Sincerely,

John D. Smith

Sample 1: Mechanical Engineering Undergraduate

Resume

John D. Smith

Bozeman, MT 59717 | 406.555.2323 | john.d.smith@email.com | linkedin.com/in/john-smith-25

PROFESSIONAL PROFILE

Highly motivated Senior Mechanical Engineering student with experience applying problem solving and interpersonal skills in professional and team-oriented settings. Skilled in using SolidWorks, MatLab, MathCAD, AutoCAD, Pro-E CREO, LabVIEW, ANSYS, and NI modules. Demonstrated ability to delegate work, lead teams, and oversee projects.

EDUCATION

Bachelor of Science, Mechanical Engineering (GPA: 3.65) — Expected: December 2023
Montana State University (MSU) — Bozeman, MT
- FE Exam for Mechanical Engineers, passed May 2021

RELEVANT PROJECTS

Senior Capstone Project - Optical Table Moving Device — August 2022 - May 2023
Client: Quantel USA, Inc. — Bozeman, MT
- Designed and constructed a device to move heavy optical tables efficiently and safely
- Generated and coordinated the drawing package using SolidWorks for team and client
- Collaborated with students from the electrical engineering and physics departments

Junior Design Project - Remote Control Car — January - May 2022
Course Title: Multidisciplinary Design — Bozeman, MT
- Utilized AutoCad and SolidWorks to design car
- Cooperated with engineers from various disciplines to complete project
- Participated in successful demonstration of remote car through obstacle course

RELATED WORK EXPERIENCE

Mechanical Engineering Intern — May - August 2022
The Boeing Company — Renton, WA
- Worked in the Shared Services Group with an emphasis on building systems
- Participated with numerous projects requiring: small mechanical design, HVAC systems, and AutoCAD design and documentation
- Operated in a cross-functional design team to troubleshoot design issues

CAD Lab/ME Design Lab Assistant — September 2021 - May 2022
Montana State University Mechanical Engineering Department — Bozeman, MT
- Recorded and analyzed data for kinematic project
- Revised SolidWorks drawings to evaluate limb performance

PROFESSIONAL AFFILIATIONS

MSU Chapter of Engineers Without Borders — August 2019 - Present
- Kenya Summer Project Member, June - July 2019

MSU Chapter of Society of Automotive Engineers — August 2019 - Present
- Co-Chair - Toys for Tots Drive, December 2019

MSU Chapter of American Society of Mechanical Engineers — December 2019 - Present

ADDITIONAL WORK EXPERIENCE

Foreman, Sparrow's Nursery & Landscaping, Bozeman, MT — May 2020 - August 2023 (Summers)

Sample 1: Mechanical Engineering Undergraduate
References

John D. Smith

Bozeman, MT 59717 | 406.555.2323 | john.d.smith@email.com | linkedin.com/in/john-smith-25

PROFESSIONAL REFERENCES

Dr. Vincent P. Newman, Ph.D., PE
Professor of Mechanical Engineering
Montana State University
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406-994-6060
vnewman@montana.edu

Mr. John P. Jones, PE
Mechanical & Structural Engineering Manager
The Boeing Company
Dallas, TX 75247
214-630-1526
john.p.johnes@boeing.com

Dr. Annabel Lewis, Ph.D., PE
Professor of Mechanical Engineering
Montana State University
Bozeman, MT 59717-3800
406-994-6268
alewis@montanta.com

Mr. Chris Sparrow
Owner / Former Employer
Sparrow's Nursery
Bozeman, MT 59718
406-587-3508
chris@sparrownursery.com

Sample 2: Elementary Education Undergraduate
Cover Letter

Monica Jackson

Bozeman, MT 59715
406.555.9595
monica.jackson@email.com

November 29, 2022

Dr. Jacob Francom
Superintendent & Elementary Principal
Troy Public Schools
501 East Kalispell Ave
Troy, MT
59935

Dear Dr. Francom,

I am excited to apply for the Elementary Teacher position at Troy Public Schools. As an energetic, detail-oriented, and outgoing individual who thrives on problem solving, I have a passion for helping students achieve excellence. In December 2021, I will graduate from Montana State University with a Bachelor of Science degree in Elementary Education K-8. I am eager to join Troy's school community which prioritizes compassion and understanding for each and every student while requiring academic excellence.

My student teaching and teaching practicum with 1st through 6th grade students provided me valuable experience working with many different age groups. As you will see from my resume, I demonstrated my commitment to addressing the Common Core State Standards rigorously and building caring relationships in my classroom while making learning relevant and engaging. I utilized multiple strategies including the infusion of the arts and technology. Outside of the traditional classroom setting, I worked with students in kindergarten through 8th grade, including those with special needs when I served as an instructor at The Dance Center in Bozeman, Montana.

I believe I am an exceptional match for the Elementary Teacher position at Troy Public Schools. With my boundless energy, enthusiasm, love for children, the arts, and commitment to the academic success of my students, I will make a positive contribution to the students, Troy Public Schools, and the community. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Monica Jackson

Sample 2: Elementary Education Undergraduate
Resume – Page 1

Monica Jackson

Bozeman, MT 59715
406.555.9595
monica.jackson@email.com

EDUCATION

Bachelor of Science in Elementary Education K-8 (GPA: 3.9) Expected: December 2021
Montana State University (MSU), Bozeman, MT

LICENSURE & CERTIFICATION

Montana Class 2 - Standard Education License: Elementary K-8 Expected: January 2022
First Aid and CPR Certification, American Heart Association Expires: April 2022

Teaching Experience

Student Teacher August 2021 - Present
Longfellow Elementary (5th grade), Bozeman, MT

- Incorporated Common Core Standards when creating a science unit, which brought live animals into the classroom to teach taxonomy, care for animals, and nutrition
- Serve on school committee focused on curriculum development and textbook review
- Teach general education students as well as students with IEPs in a mainstreamed inclusive classroom
- Use progress monitoring assessment data in reading and math to guide planning and instruction
- Integrate one-to-one technology through the use of educational software, smartboard activities, iPads, and laptop computers
- Assisted in student-led parent/teacher fall conferences

Practicum II March - April 2021
Belgrade Elementary School (1st - 4th grade), Belgrade, MT

- Aided in development of lesson plans and received feedback on delivery
- Collaborated with SPED and ELL teachers to meet student needs
- Conducted Fast Tracks Phonics assessment to monitor student growth

Practicum I September - November 2020
Chief Joseph Middle School (6th grade), Bozeman, MT

- Observed lessons and how to effectively engage students in learning
- Cooperated with classroom management and helped students struggling with reading and science skills

PROFESSIONAL AFFILIATIONS

Association for Supervision and Curriculum Development (ASCD) January 2021 - Present
Montana Teachers' Association (student member) November 2019 - Present

Sample 2: Elementary Education Undergraduate
Resume – Page 2

RELEVANT WORK EXPERIENCE

Math Tutor February - August 2021
Private Residence, Bozeman, MT
- Formulated daily math problems relating to homework for 3rd and 4th grade students
- Demonstrated new concepts using real world examples
- Communicated regularly with parents about student progress and behavior

Dance Instructor March 2019 - August 2021
The Dance Center, Bozeman, MT
- Instructed K-8th grade students in hip-hop and creative/modern dance
- Taught basic choreography to health instructors from community schools

Wetlands Bird Identification Instructor March - November 2019
Project WET, Bozeman, MT
- Instructed 1st grade students in wetland bird identification
- Guided students in nature journaling

VOLUNTEER / COMMUNITY SERVICE

Dance Workshop Presenter April - May 2021
Girls for A Change, Bozeman, MT

Mentor for Middle School Student with Special Needs January - June 2020
Child Advancement Program (CAP), Bozeman, MT

ADDITIONAL WORK EXPERIENCE

Office Aide September 2018 - May 2019
Allen Yarnell Center for Student Success (MSU), Bozeman, MT
- Welcomed students in pleasant, professional manner and provided information about Center resources and services
- Assisted students with scheduling appointments with advisors and coaches

Front Desk Clerk Residence Life September 2017 - May 2018
(MSU), Bozeman, MT
- Greeted residents and answered questions about residence hall events and campus resources
- Monitored building entry from the front desk and promptly notified the on-call Resident Assistant to address questions, resident conduct, and safety concerns when necessary

HONORS AND AWARDS

Dr. William A. Johnstone Excellence in Education Scholarship Fall 2020 - Spring 2021
Lynn Johnstone Early Childhood Education Scholarship Fall 2019 - Spring 2020

Sample 2: Elementary Education Undergraduate
References

Monica Jackson

Bozeman, MT 59715
406.555.9595
monica.jackson@email.com

PROFESSIONAL REFERENCES

Mr. David Davison
5th Grade Teacher
Cooperating Teacher
Longfellow Elementary School
516 South Tracy
Bozeman, MT 59715
406-522-6150
david.davison@bozemanschools.gov

Dr. Anna Littleton, Ed.D.
Principal
Bozeman School District
P.O. Box 38001
Bozeman, MT 59764
406-821-7626
anna.littleton@bozemanschools.gov

Dr. Ingrid Newhouse, Ed.D.
Professor of Education
Montana State University
P.O. Box 172400
Bozeman, MT 59717-2400
406-994-6060
inewhouse@montana.edu

*Reference letters available

Sample 3: Bachelor of Science in Nursing
Cover Letter

ERICA JORDAN

Bozeman, MT 59715 • ejordan23@email.com • (555) 555-5555 • linkedin.com/in/erica-jordan-23

November 10, 2021

Ms. Emma Payne
Director of Human Resources
Barrett Senior Residential Community
600 Hwy 91 South
Burlington, VT 05402

Dear Ms. Payne:

Please accept my application for the Registered Nurse position at Barrett Senior Residential Community. Having grown up in Burlington, I am very aware of your reputation for excellence and would be honored to join your team and serve the residents of my home community. I chose nursing as my profession based on seeing first-hand the importance of knowledgeable, patient-focused care and a desire to give back to my community and serve Vermont.

My pursuit of a career as a geriatric care registered nurse began with my work as a CNA. While serving in this role at Spring Creek Inn Memory Care in Bozeman, Montana, I admired the service excellence and delivery of care demonstrated by the entire staff. The opportunity to improve the quality of life for residents as a member of that staff inspired me to further my education and continue the same level of unparalleled service as a registered nurse.

As you can see from my resume, I will complete my Bachelor of Science degree in Nursing from Montana State University in December 2021. During one of my clinical rotations at Highgate Senior Living, I was recognized for providing quality patient care to over 50 residents, possessing strong communication skills, and exceptional work ethic. During this rotation, I had the opportunity to provide education to individual patients and families regarding the holistic approach to dementia and Alzheimer's care. In addition to reinforcing my eagerness to work with this population, serving at Highgate Senior Living allowed me to practice clinical skills necessary to better the lives of people living in senior residential communities.

I welcome the opportunity to work as a Registered Nurse at Barrett Senior Residential Community. I am confident that if hired, you would look back on the decision as the right one for the Burlington community, the senior residential community, and most importantly, for the residents you serve. Thank you very much for your consideration. I look forward to hearing from you.

Sincerely,

Erica Jordan

Sample 3: Bachelor of Science in Nursing
Resume

ERICA JORDAN

Bozeman, MT 59715 • ejordan23@email.com • (555) 555-5555 • linkedin.com/in/erica-jordan-23

PROFILE

Self-motivated, compassionate BSN candidate with clinical experience in geriatric care, acute/primary care, and mental health. Proven ability to ensure excellent patient care and safety in high stress situations. Passionate patient advocate with experience providing patient and family education in a memory care setting.

EDUCATION

Bachelor of Science, Nursing (GPA 3.87) — Expected: December 2021
Montana State University — Bozeman, MT

CERTIFICATION & LICENSURE

Registered Nurse License, Montana Board of Nursing — Expected: Winter 2022
- Sitting for NCLEX Exam, January 2022

Basic Life Support (BLS) for Healthcare Providers, American Heart Association — Expires: April 2023

Certified Nurse Aide, Montana Department of Public Health and Human Services — Expires: October 2022

WORK EXPERIENCE

Certified Nurse Aide October 2018 – August 2020 Spring Creek Inn Memory Care Bozeman, MT

- Provided emotional/behavioral support for residents with Dementia and Alzheimer's
- Assisted patients with activities of daily living including feeding and mobility, medication distribution, and hygiene
- Coordinated care plans with supervising nurses

Server/Hostess — January – August 2017
Luenig's Bistro & Café — Burlington, VT
- Greeted guests in a welcoming, friendly manner
- Managed time to efficiently serve multiple tables with as many as 25 guests at one time
- Professionally addressed customer complaints and concerns, implementing solutions to resolve issues and restore optimal dining conditions

PROFESSIONAL AFFILIATIONS

Sigma Theta Tau International Honor Society of Nursing — January 2020 – Present
American Geriatrics Society — January 2020 – Present
National Student Nurses' Association — October 2017 – Present

VOLUNTEERING/COMMUNITY SERVICE

COVID-19 Vaccine Clinic, Montana State University, Bozeman, MT — March 2021
Heart of the Valley Animal Shelter, Bozeman, MT — August 2019 – Present
Highgate Assisted Living, Bozeman, MT — August 2019 – Present

Sample 3: Bachelor of Science in Nursing
References

ERICA JORDAN

Bozeman, MT 59715 • ejordan23@email.com • (555) 555-5555 • linkedin.com/in/erica-jordan-23

PROFESSIONAL REFERENCES

Denise Johnson
Registered Nurse (Clinical Preceptor)
Highgate Senior Living
2219 W Oak St
Bozeman, MT 59718
406-555-5555
d_johnson@email.com

Janet Smith, RN, BSN
Clinical Instructor
Montana State University
P.O. Box 173560
Bozeman, MT 59717-3560
406-555-5555
janetsmith@montana.edu

Lorraine Smith, RN, BSN
Director of Nursing
Spring Creek Inn Memory Care
1641 Hunters Way
Bozeman, MT 59718
406-555-5555
l_smith@email.com

Sample 4: Animal Science/Pre-Veterinary Studies Undergraduate
Resume

Aiyana Spotted Eagle

(406) 555-5555 • aiyana2400@email.com • Bozeman, Montana 59715

Education

Bachelor of Science in Animal Science – Equine Science (GPA: 3.89) Expected: May 2023
Montana State University – Bozeman, MT

Work Experience

Veterinary Assistant August 2021 - Present
Anderson Veterinary Clinic – Bozeman, MT

- Assist veterinarians in daily appointments with treatment of wounds, exams, and diagnosis
- Collect tissue, blood, feces, and urine samples for analysis
- Diligently care for boarded horses, including feeding, watering, stall cleaning, and treatments
- Maintain records, record inventory, and assist in front office work
- Provide excellent customer service and compassionate support to clients and customers

Ranch Hand (Intermittent/Seasonal) May 2012 - Present
Triple B Ranch – Wolf Point, MT

- Assist in dryland farming and cow-calf operation
- Wean calves using low stress weaning methods
- Build and repair fencing including electrical, wire, and iron fences
- Clean stalls and perform general maintenance and repairs

Sales Associate/Cashier May 2018 - August 2019
Western Montana Supply and Materials – Bozeman, MT

- Maintained orderly check-out station and efficiently served customers paying for items
- Ensured customers found the right products for their specific livestock and pet needs

Professional Affiliations & Leadership

Vice President & Member, Pre-Veterinary Club, Montana State University August 2019 - Present

- Elected Vice-President for 2021-2022 school year
- Organize events and activities to promote pre-veterinary education and provide opportunities for members to learn from community practitioners
- Developed new marketing strategies to grow the organization, increasing Facebook page visits by 35% during fall 2021 semester

Collegiate Stockgrowers, Montana State University September 2019 - May 2020

- Developed comprehensive knowledge of the Montana beef industry

Volunteering & Community Service

Cat Care Handler, Heart of the Valley Animal Shelter, Bozeman, MT September 2020 - Present
Meal Server, Human Resource Development Council, Bozeman, MT March - April 2021

Sample 5: Business Marketing Undergraduate
Resume – Page 1

Kadeem Javonte Roberts

Kalispell, MT 59901
406.555.5555
kjroberts2400@email.com

Professional Summary

Innovative and creative marketing professional with experience implementing strategies yielding measurable results. Demonstrated ability to effectively leverage major social media platforms to market products and services, including Facebook, Instagram, Twitter, and LinkedIn. Experience with brand awareness development, focus groups, data analysis, and market research.

Education

Bachelor of Science in Business, Marketing Option (GPA 3.79) May 2022
Montana State University (MSU), Bozeman, MT

Marketing Experience

Senior Capstone Project January – May 2022
"Shop Local" Campaign - Montana State University, Bozeman, MT

- Studied the marketing needs of three local businesses through interviews and online research
- Facilitated a focus group that surveyed Bozeman residents to gather data about shopping habits and preferences
- Implemented social media and music streaming marketing strategy that corresponded with a 25% increase in online traffic and 10% increase in online purchases among the three businesses over a 2-month period

American Marketing Association Collegiate Case Competition (3rd place) August – December 2021
ABC Recreation Company

- Collaborated with fellow Montana State University students in a national competition to develop a marketing strategy addressing market disruptions caused by the COVID-19 pandemic
- Developed a comprehensive brand awareness campaign to attract customer base for the emerging ABC Recreation outfitting operation
- Created a marketing presentation that can be tailored for specific retailers and customer bases to showcase innovative product line

Business Consultant Intern May – August 2021
Montana Marketing Consultants, Bozeman, MT

- Supported local business clients with branding, advertising, and marketing initiatives
- Completed market research for several clients and prepared comprehensive reports of findings
- Performed value proposition prototyping alongside Business Consultants and clients

Sample 5: Business Marketing Undergraduate
Resume – Page 2

Additional Work Experience

Server/Host September 2018 – May 2022
Montana Ale Works, Bozeman, MT
- Welcomed guests in a welcoming, friendly manner
- Managed time to efficiently serve multiple tables and as many as 25 guests at one time
- Professionally addressed customer complaints and concerns, implementing solutions to resolve issues and restore optimal dining conditions

Barista May – September 2018
Ghost Town Coffee Roasters, Bozeman, MT
- Provided quality customer service in a locally owned coffee shop
- Managed inventory and monthly ordering of coffee roasting supplies

Office Aide September 2017 – May 2018
Allen Yarnell Center for Student Success (MSU), Bozeman, MT
- Pleasantly greeted students and provided information about Center resources and services
- Assisted students with scheduling appointments with advisors and coaches

Professional Affiliations & Leadership

American Marketing Association – Montana State University December 2018 – May 2022
Director of Member Relations (2021-2022)
- Answered questions from current and prospective members about membership benefits and process for joining organization
- Coordinated communications with the Marketing team to promote community service and professional networking opportunities

Associated Students of Montana State University August 2020 – May 2022
Associate Justice of the Supreme Court (2021-2022)
- Exercised professional judgment, communication skills, and rule-interpretation of codes, governing documents, and state laws
- Provided rulings and guidance in relation to Senate action, elections, student appeals, and other complaints

Senator (2020-2021)
- Served as representative for Jake Jabs College of Business & Entrepreneurship

Community Service

Bozeman Color Me Fun 5K, Bozeman, MT October 2020
- Coordinated participant registration and course set-up

Child Advancement Program (CAP), Bozeman, MT August 2019 – May 2020
- Provided social skills development support, tutoring, and assistance with engagement in extracurricular activities for an elementary school student with special needs

Sample 6: Graduate School Application/Research Focus
Resume – Page 1

Aleida Benson

Bozeman, Montana
406-555-5555
ajbenson@email.com

Education

Bachelor of Science, Psychology December 2021
Montana State University (MSU), Bozeman, MT
Cumulative GPA: 3.84

Research Experience

Senior Capstone Project January - December 2021
Thesis: Perceptions of Active Listening and Relationships

- Performed literature review on active listening and interpersonal relationships
- Planned and executed qualitative study that involved interviewing people about their implementation of active listening skills and their perceptions of its effects on their relationships with friends and family

Undergraduate Research Assistant August 2020 - June 2021
Research, Education and Culture in Health (REACH) Lab Bozeman, MT
Department of Psychology – MSU

- Designed and completed research study examining alcohol and drug use harm-reduction practices among 110 college students
- Completed interviews and data analysis of questionnaires to examine factors affecting implementation of alcohol and drug use harm-reduction practices
- Presented findings at MSU Student Research Celebration

Related Work Experience

Home Visitor January 2022 - Present Early Head Start Bozeman, MT

- Provide education for at-risk pregnant women to improve health outcomes
- Guide families to achieve goals via assessment, action planning, and evaluation
- Link families to community resources to promote family wellness

Career Peer Mentor September 2018 - May 2021
Career, Internship & Student Employment Services – MSU Bozeman, MT

- Promoted career education and development opportunities by engaging students at tabling events and classroom presentations
- Assisted students with resume and cover letter writing, interviewing skills, and job searching strategies in one-on-one and group settings
- Shadowed a Career Education Coach for 15 hours each semester to learn career coaching and guidance techniques
- Assessed student needs and provided students with referrals to campus resources

Sample 6: Graduate School Application/Research Focus
Resume – Page 2

Aleida Benson **Page 2**

Related Work Experience Continued

Summer Camp Counselor May - August 2020
Big Sky Summer Camp Big Sky, MT

- Developed engaging curricula for students ages 7-15
- Taught coping skills to four young campers to address behavior problems
- Led a friendship group for students struggling with social skills
- Assisted in implementing treatment plans for students with anxiety and homesickness

Leadership & Community Service

Active Minds – MSU Chapter October 2019 - December 2021

- Assisted with planning events, such as "Send Silence Packing" and "Bowling to Strike Out Stigma," to educate students about mental health and promote campus resources

Psi Chi Honor Society – MSU Chapter October 2019 - December 2021

- Networked with professors and local practitioners to learn about careers in psychology

Child Advancement Program (CAP), Bozeman, MT August 2019 - May 2020

- Served as a mentor for a student with special needs
- Incorporated social skills and development support, tutoring, and assistance with engagement in extracurricular activities

Honors & Awards

Outstanding Undergraduate Research Award May 2021
Lea Miller Memorial Psychology Scholarship 2020 - 2021

Additional Work Experience

Owner and House Painter May 2013 - August 2018
Aleida's Painting Bozeman, MT

- Provided residential and commercial painting services throughout the Gallatin Valley
- Managed all aspects of self-owned business, including marketing, job estimates, and billing
- Supervised and delegated work to 2-3 painters during the busy summer months, ensuring timely project completion and employee safety

Front Desk Clerk September 2017 - May 2018
Residence Life (MSU) Bozeman, MT

- Greeted residents and answered questions about residence hall events and campus resources
- Monitored building entry from the front desk and promptly notified the on-call Resident Assistant to address questions, resident conduct, and safety concerns when necessary

Sample 7: New Student/Student Employment
Resume

Mateo Garcia

Bozeman, MT mgarcia1001@email.com 303.303.3333

EDUCATION

University Studies - Major: Undeclared Expected: May 2025
Montana State University, Bozeman, MT

High School Diploma June 2021
Springwood High School, Golden, CO

WORK EXPERIENCE

Ranch Hand/Laborer 2014 - 2021
Garcia Family Farm, Golden, CO
- Performed various duties ranging from large animal care and feeding to assisting with machinery repair and upkeep
- Assisted with the showing and marketing of Angus and Hereford cattle

Child Caregiver 2018 - 2021
Private Residences, Golden, CO
- Provided dependable child care for relatives and neighbors, including transportation to and from sports practices and music lessons
- Coordinated schedules with parents and adjusted when needed to ensure children were picked up on time and supervised at all times

HIGH SCHOOL LEADERSHIP

Co-Captain, Springwood High School Wrestling Team 2020 - 2021
Yearbook Staff, Springwood High School 2018 - 2021

YOUTH ORGANIZATIONS

4H of Golden, Colorado 2018 - 2021
Church Youth Group 2015 - 2021

VOLUNTEERING / COMMUNITY SERVICE

Holiday Food Bank, Golden, CO December 2019 and 2020
Church Service Trip, Tijuana, Mexico April 2019
- Work with a team to paint an orphanage