

Career Services

COLLEGE OF THE ARTS | **Montclair State University**
IT'S ALL HERE.

RESUME 101

RESUME GUIDELINES

Your resume will be a document that is unique to you and your experiences! Here's some common headers and things to keep in mind:

- **Heading/Contact Information** – Include name, phone number, e-mail address, personal website, and/or any relevant social media profiles (residential and/or mailing addresses are optional)
- **Summary or Profile** – Describes you as a student and professional; indicate the value you bring to an employer through skills, experiences, and/or passions; may target a role, company and/or industry
- **Core Competencies/Professional Skills** – Relevant to the position (i.e. computer software, languages, technical skills)
- **Education** – Things to include:
 - Montclair State University, Montclair NJ
 - Bachelor of Arts, Fashion Studies: Concentrations: Minor:
 - Bachelor of Fine Arts, Filmmaking
 - Bachelor of Music
 - Graduation Date (Month, Year)
 - GPA (this is optional, only put if over a 3.0)
 - Relevant Coursework or projects (optional)
 - Study Abroad experience (optional)
- **Work Experience/Relevant Experience/Professional Experience** – Include name of organization; city, state (if outside the U.S.: city, country); title; dates worked (Start – End or Start – Present)
 - **Note:** *Part-time, full-time, internships, and volunteer experiences can all be considered. However, specific categories may be created to group experiences based on relevancy and type (i.e. industry, volunteer)*
 - Include 2-5 bullet points that start with strong action verbs (see list) and avoid any first person pronouns (i.e. I, my, me)
 - **High Impact bullets:**
 - *Served over 50 customers a day at a sporting event concession stand*
 - *Trained four new employees on procedures, cash register and customer service*
 - *Received employee of the month award for five consecutive months for exceeding sales goals of \$5,000 per month*
 - **Low Impact bullets:**
 - *Served customers at a concession stand*
 - *Trained new employees*
 - *Achieved sales goals*
- **Leadership or Extracurricular Activities**
- **Performances/Film/Art Displays** – This is a great tool for showcasing relevant experience.

ACTION VERBS

Management/Leadership

Administered
Assigned
Attained
Chaired
Consolidated
Contracted
Coordinated
Delegated
Directed
Enhanced
Established
Generated
Improved
Managed
Organized
Produced
Supervised

Communication

Addressed
Collaborated
Condensed
Contacted
Directed
Edited
Explained
Interpreted
Mediated
Negotiated
Presented
Publicized
Suggested
Wrote

Research

Analyzed
Collected
Compared
Determined
Examined
Gathered
Investigated
Reviewed
Summarized
Tested

Technical

Applied
Assembled
Built
Constructed
Designed
Developed
Maintained
Programmed
Upgraded

Teaching/Helping

Advised
Advocated
Clarified
Counseled
Encouraged
Explained
Guided
Helped
Instructed
Mentored
Motivated
Provided
Supported
Tutored
Volunteered

Organizational

Approved
Collected
Compiled
Distributed
Generated
Maintained
Recorded
Scheduled
Updated

Financial

Appraised
Balanced
Budgeted
Forecasted
Projected
Reconciled

Creative

Acted
Composed
Conceptualized
Created
Designed
Displayed
Drew
Entertained
Fashioned
Founded
Illustrated
Invented
Modeled
Performed
Photographed
Planned
Revised
Shaped

CHARLIE COMMUNICATOR

1 Normal Avenue Montclair, NJ 07043
P: 555-555-6789 E: communicatorc@gmail.com

PROFILE

- Customer-focused professional with over five years' retail and sales experience
- Pursuing an undergraduate degree in Communication and Media Arts
- Exceptional communicator; seeking an industry-related internship

EDUCATION

Montclair State University, Montclair, NJ May 2022

Bachelor of Arts in Communication and Media Arts

GPA: 3.61, Dean's List (multiple semesters)

Academic Honors

- National Honors Society of Leadership & Success
- National Honors Society of Collegiate Scholars

RELEVANT COURSEWORK

- Writing for the Media
- Public Relations Writing
- Ethics of Mass Communication
- History of TV & Digital Media
- Fundamentals of TV & Digital Media
- Film

WORK EXPERIENCE

Nike, Paramus NJ July 2018-Present

Sales Associate

- Handle cash and credit transactions, including in store purchases, online purchases and returns
- Serve as a customer service advocate and resolve issues quickly and efficiently
- Organize shipments and prepare inventory for floor display

Family Dental, Tenafly NJ June 2015-August 2016

Receptionist

- Offered prompt customer service and assistance to clients
- Handled office operations and managed any issues as they arose
- Displayed initiative and problem solving when given specific assignments
- Coordinated payments with insurance companies and customers

Footlocker, Paramus NJ April 2013-April 2015

Sales Associate

- Achieved and surpassed daily sales goals on a consistent basis
- Developed superior product knowledge in order to assist customers with shopping needs
- Maintained orderly appearance throughout sales floor

SKILLS

Computer: Microsoft Office (Word, Excel, PowerPoint)

Social Media: Instagram, Facebook, Twitter, Snapchat

Fannie Fashion

1 Normal Avenue, Montclair, NJ 07043
201-555-1234 (cell)/ superstarstudent@montclair.edu

EDUCATION

Montclair State University, Montclair, NJ

May 2022

Bachelor of Arts in Fashion Studies, GPA: 3.78

Affiliations: Sigma Delta Tau, National Sorority

March 2018-Present

RETAIL EXPERIENCE

Ralph's Pizza, Nutley, NJ

April 2018-December 2018

Counter Person/ Food Preparer

- Provided excellent counter-style customer service and handled cash and credit transactions
- Prepared pizzas and salads accurately per customer's order
- Managed inventory and maintained cleanliness of work area
- Delivered orders and picked up stock as needed

Urban Outfitters, Montclair, NJ

August 2017-December 2017

Sales Associate (part-time)

- Greeted customers and provided individualized service for high-end dress shop
- Provided dress suggestions based on style, color and customer preference
- Finalized individual sales and ordered special request items
- Stocked and organized sales floor and stock room
- Steamed and maintained all dress inventory weekly

OTHER WORK EXPERIENCE

#Taplife Too Dance Company, Brooklyn, NY; West Orange, NJ

August 2016-May 2018

XYZ Dance Company, Livingston, NJ

September 2016-February 2017

Dance Captain/Teacher

- Taught ensemble of 10-25 intermediate tap dancers
- Developed choreography and set pieces on the dancers
- Provided feedback to individual dancers and submitted written reports to director bi-weekly
- Managed all dancer emails, questions, attendance in rehearsal and other administrative duties

Great Grooves, Livingston, NJ

November 2014-June 2017

Student Teacher (Tap, Hip Hop)

- Served as student assistant for tap and hip-hop classes with children ages 4-12
- Demonstrated dance steps and worked individually with students having difficulty with the routine
- Conducted warm-up exercises while teacher prepared for class
- Responded to parent inquiries as needed

VOLUNTEER WORK

Chair, Relay for Life, Sigma Delta Tau National Sorority, Montclair, NJ

February 2018-Present

Team Captain, Relay for Life, Nutley, NJ

May 2015-May 2017

SOCIAL MEDIA/ OTHER EXPERIENCE

Actor, "Can't Help Falling in Love", directed and choreographed by Hillary-Marie, vocals by Ami Madeleine

Ensemble #Taplife Dancer, "Eyes", directed and choreographed by Anthony LoCascio, music by Frank Persico

Production Assistant, "The Way You Make Me Feel – Michael Jackson Cover – Hillary-Marie & Emily Braden", directed by Javier Borrayo

Rehearsal Assistant, "Soul Walk", directed and choreographed by Hillary-Marie

SKILLS

Adobe Photoshop, Microsoft Office Professional (Word, Excel, PowerPoint), Instagram, Facebook, Twitter, Snapchat

Debbie Dancer

201-555-1234 (cell) superstarstudent@montclair.edu

Height: 5'3" – Weight: 107lbs. – Hair: Blonde – Eyes: Brown – Vocal: Soprano II

LIVE PERFORMANCES

BIG APPLE SHOWCASE	<i>Featured Dancer, Dance Captain</i>	XYZ Tap Company, NJ
SOUNDS OF A #TAPLIFE	<i>Ensemble</i>	#Taplife, NYC
JAZZ GENERATIONS	<i>Featured Soloist, Dance Captain</i>	XYZ Tap Company, NJ
NYC CHOREOGRAPHER'S FORUM	<i>Ensemble</i>	#Taplife, NYC
DANCE ON THE LAWN	<i>Ensemble</i>	Molly Mood, Dance NJ
TAP 'N TIME	<i>Dance Captain</i>	XYZ Tap Company, NJ
	<i>Ensemble</i>	Ayodele Casel Residency, NJ
TAP MUSIC PROJECT	<i>Featured Soloist</i>	Sally Stepper/ Improv, CA
DANCEATHON	<i>Ensemble</i>	marked dance project, NJ
DC TAP FEST CONCERT	<i>Ensemble</i>	Jason Janas/ Derick Grant Residency, DC
TAP MUSIC PROJECT	<i>Ensemble</i>	Sally Stepper/ Improv, NYC
CROSS RHYTHMS	<i>Featured Soloist</i>	Tina-Tapper, PA
ST. LOUIS TAP FESTIVAL	<i>Soloist</i>	Tina-Tapper, MO
ST. LOUIS TAP CONCERT	<i>Ensemble</i>	Jason Samuels Smith/ Dormeshia
		Molly Mood/ Robin Reed Residency, MO
TAP CITY AWARDS	<i>Featured Lead Soloist</i>	NJTAP2, NYC
YOUR MOVE	<i>Ensemble</i>	marked dance project, NYC
DANCE THERAPY	<i>Ensemble</i>	NJTAP2, NJ
ARTISTS SIMPLY HUMAN	<i>Soloist</i>	Tina-Tapper, NJ
TAP 'N TIME	<i>Ensemble</i>	Jason Samuels Smith Residency, NJ

TRAINING/ DANCE COMPANIES

FutureSTEP Tap Company	<i>Dance Captain (2016-Present)</i>	Tina-Tapper, NJ
#Taplife	<i>Ensemble (2016-Present)</i>	Anthony LoCascio, NYC
marked dance project	<i>Modern Ensemble (2015-Present)</i>	Mark Modern, NJ/ NYC
Grooves Unlimited	<i>Ballet, Tap, Jazz, Hip Hop, Street Jazz, Contemporary (2014-Present)</i>	Hillary-Marie, Shani "Virgo" Alston, Dejahna Claiborne, NJ
NJ Tap Ensemble	<i>Youth Ensemble (2014-2016)</i>	Deborah Mitchell, Karen Callaway Williams, Maurice Chestnut, Jeff Foote, Kyle Wilder, Jared Grimes, NJ
Dance World Academy	<i>Ballet, Tap, Jazz, Contemporary, Musical Theater, Acro (2004-2014)</i>	Donna Farinella, Debra Wolter, Mark Modern, KC Castellano, NJ

TEACHING EXPERIENCE

Student Teacher	<i>Tap, Hip Hop</i>	Grooves Unlimited, NJ
Workshop Assistant	<i>Tap</i>	NADAA Greater New York, NYC
Workshop Assistant	<i>Tap</i>	Jennifer Prete School of Dance, RI

SOCIAL MEDIA/ PRODUCTION EXPERIENCE

Ensemble #Taplife Dancer, "Eyes", directed and choreographed by Anthony LoCascio, music by Frank Persico
Production Assistant, "The Way You Make Me Feel – Michael Jackson Cover – Hillary-Marie & Emily Braden", directed by Javier Borrayo
Rehearsal Assistant, "Soul Walk", directed and choreographed by Hillary-Marie

SPECIAL SKILLS/ AWARDS

Voice: seven years soprano II training with Paul Weiner, Michael Cundari, Nicole Monte, Austin Vallies; member of award-winning Nutley High School "Chamber Singers"

Scholarship Winner: Tap Kids, Resonance, Tap Music Project, Artists Simply Human, St. Louis Tap Festival, #TapLife, Dance World Academy

Dance: tap improvisation, teaching children ages 4-13

BETTY BUSYBODY

Montclair, NJ 07043
555.555.5555; betty@gmail.com

PROFESSIONAL PROFILE

- Creative and detailed public relations major with over seven years of customer-oriented experience
- Knowledgeable in fundraising and brand awareness for three sorority philanthropies
- Keen eye for identifying and resolving risks
- Recognized for strategic planning skills and leading a team
- Bilingual in English and Arabic
- Experienced in Microsoft Office Professional (Word, Excel, PowerPoint)

EDUCATION:

Montclair State University, Montclair, NJ

Bachelor of Arts in Public Relations

December 2022

Minor in Marketing

LEADERSHIP EXPERIENCE

Montclair State University, Montclair, NJ

Sister, Sigma Delta Tau – Gamma Xi Chapter

March 2016-May 2019

- Fundraised and increased awareness for three philanthropies: Prevent Child Abuse America (PCAA), Fragile X and Women to Women
- Supported Chapter efforts to raise the following for PCAA: \$ 31,000 (2019); \$22,000 (2018); \$29,000 (2017); and \$25,000 (2016)
- Promoted philanthropic causes on campus through events including Battle of the BeSDT, Pin Wheel Garden

WORK EXPERIENCE

St. Joseph's Health, Paterson, NJ

Developmental Intern

July 2019-September 2019

- Assisted with the planning, development and execution of the Annual Gala
- Solicited donations for each fundraiser
- Developed event ideas that are currently being implemented

Wyckoff Recreation Summer Camp, Wyckoff, NJ

Assistant Director

July 2011-July 2019

- Managed approximately 180 counselors and campers from kindergarten through fourth grade
- Assigned counselors to appropriate groups
- Provided instruction and curriculum to counselors daily
- Ensured the safety of all children and maintained a fun but structured environment

Franklin Lakes YMCA, Early Learning Center, Franklin Lakes, NJ

Teacher

September 2016-August 2018

- Supervised infants through age five in a classroom environment
- Taught children based on age and learning comprehension
- Provided parents with constructive feedback and discussed concerns and issues
- Ensured two-way communication for parents to provide curriculum suggestions

FRANK FILMMAKER

One Normal Avenue, Montclair, NJ 07043
P: 555.555.5555 E: frankfilms@gmail.com
[Your LinkedIn URL/ Portfolio or YouTube Link](#)



PERSONAL SUMMARY

Filmmaking student at Montclair State University seeking a writing internship for a comedy/drama

EDUCATION

Bachelor of Fine Arts in Filmmaking 5/2022
Montclair State University, Montclair, NJ

COMEDY SCRIPTS

Montclair Treasures 4/2019

Rocky the Red Hawk finds treasures buried underneath Morehead Hall

A Trip with a Groundhog 4/2018

Rock the Red Hawk gets caught on a cross-country adventure with Gus the Groundhog

FILM PROJECTS

The Artist 1/2019-Present
Director, Screenwriter

Winding Days 10/2019-Present
Producer, Screenwriter

Topsy Turvy Fall Down 1/2018-11/2018
Producer, 2nd Screenwriter, Lead Actor

String Bean 1/2018-12/2018
Director, Screenwriter, Editor

Day on a Beach 3/2017-5/2017
Director, Screenwriter, Editor

SKILLS

- Adobe Photoshop
- Final Draft/ Adobe Cloud
- Microsoft Office Professional
- Proficient in operating Sony A7S 2
- Understanding of Kino Flo and ARRI lighting kits

WORK EXPERIENCE

Deli Clerk 1/2018-Present
Stop & Shop, Clifton, NJ

- Maintain the hot-food bar and practice food safety
- Provide customer service and resolve issues
- Prepare catering orders on time for pick-up.

Line Cook

Mambo Tea House, Rutherford, NJ 6/2014-1/2018

- Opened the kitchen
- Trained new employees as needed
- Supervised other prep cooks
- Prepared dishes in a fast-paced environment and assisted co-workers with stations.

POLLY PRODUCTION

I Normal Avenue Montclair, NJ 07043 P: 973-555-5555 E:productionp@montclair.edu

PROFILE

Television and Digital Media Senior with an eye for photography. Proficiencies include social media management, camera operation, directing, editing, and other behind the scenes experiences. Additional talents include event planning, scheduling, as well as administrative operations.

EDUCATION

Bachelor of Arts in Television & Digital Media, Montclair State University

May 2020

GPA 3.5

Extracurriculars:

- Video Production Club
- Alliance for Women in the Media Club

RELEVANT EXPERIENCE

Handheld Utility, New York Red Bulls II

June 2019 - Present

- Assist handheld cameras for the broadcasts of Red Bulls II Soccer games on Montclair State University's Soccer Field
- Make safety of camera operators on the field a priority
- Set up and break down equipment

Photography Intern, RTH Building Company

June 2019 - Present

- Capture unique and exciting moments that happen on job sites
- Use natural light and raw materials to create a dynamic image
- Make necessary edits on Photoshop

Freelance Production Assistant, Montclair State University

January 2019 - Present

- Freelance production crew member for Montclair State's Broadcast and Media Operations
- Positions include control room and studio operations, production assistance, lighting, and more.

Producer and Director for "Carpe Diem", Montclair State University

January 2019 - May 2019

- Worked with a partner to produce an entire half-hour episode
- Pitched ideas, find talent, create packages, scripts, rundowns
- Provided direction to the production staff
- Oversaw the "calling" of the episode, as well as others if chosen
- Supervised the placement of professional video cameras, lighting equipment, microphones, props, graphics and the overall pacing and feel of the production.
- Maintained order among the control room, set, and elsewhere.

OTHER EXPERIENCE

Open House Head Coordinator/Student Assistant, College of the Arts

September 2016 - Present

- Assist in preparing and organizing student events, such as Undergraduate & Graduate Open Houses, Accepted Students Days
- Manage all student volunteers and set up at student events
- Complete tasks including filing, photocopying, faxing, and creating spreadsheets
- Receive and Direct visitors

SKILLS

- Adobe Premiere Pro (Advanced) - Adobe Photoshop (Advanced) - Adobe After Effects (Entry-Level)
- Avid Media Composer (Intermediate)
- Various Social Media Platforms - iNews (Intermediate) - Microsoft Excel, Word, PowerPoint (Advanced)