

Ikenna Odinaka C.

HOW TO WRITE A BETTER FRESH GRADUATE RESUME

INSIDE:

- Identify your strength as a fresher.
- Transform your resume into a competitive marketing tool.
- Sample resumes and cover letters to help you put your best effort forward.
- Scrutinize your past to get in perspective for specific job position.
- Use social media to boost your job search



Resume Samples for Fresh Graduates

This is an excerpt from the book, [How to Write a better Fresh Graduate Resume](#). To get more expert tips on how to write a more powerful fresh graduate resume with a full list of resume samples. [GRAB a COPY from Kindle store Amazon](#) or Get a PDF version of the book. Read a [review of the book Here](#).

This chapter contains dozens of sample resumes for fresh graduates and people pursuing a wide variety of jobs and careers. There are many different styles of resumes in terms of graphic layout and presentation of information. Use them as models for your own resume. Choose one resume or borrow elements from several different resumes to help you design your unique document.

Sample Resumes Should Inspire You, Not Define You

The Sample resumes you find in this book or elsewhere online can greatly improve your own document if you take ideas and translate them into your personality.

The Drawback of Using Sample Resumes

"The problem with using a template or copying someone else's resume -- whether from a book or from a friend -- is that it doesn't allow for the uniqueness of each person's skills, experience and career history," explains Louise Kursmark, a career consultant and principal of Best Impression Career Services. Kursmark is also the author of 18 career-management books, including *[Expert Resumes for Managers and Executives](#)* and *[Executive's Pocket Guide to ROI Resumes and Job Search](#)*.

Resume writing veteran and author Teena Rose corresponded; *"Job seekers need to understand that resumes are like fingerprints; no two are (or should be) alike.*

Resumes should differ because of the varying education levels, career experience and scope of skills that job seekers possess."

Effectively Harness Sample Resumes

There is nothing wrong with taking a little bit from various samples to make it easier to construct your own resume. Sample resume are there to inspire you and guide you in writing your own.

You might really like one person's introduction -- the way they've clearly presented their unique value -- and use that introduction as a guide for writing your own distinct content. Or you might grasp a bold career summary from someone else's resume and update the numbers or results to make it applicable to you.

Here are more tips to help you make the best use of resume samples:

- Look for resumes in your field and mine them for industry-specific activities, terms and accomplishments. Have you done similar things? Is your skill set comparable?
- After you've reviewed resumes in your field, examine resumes across fields to understand how to vary the use of action verbs and get a feel for what makes a powerful career statement. Then write your own statements, as appropriate, modeled on the ones you like best.
- Look for innovative formats and striking presentation, such as charts and tables. Can you include a strong visual that will immediately grab the reader's attention?
- Dip into numerous resumes to get a feel for good writing, concise yet compelling language and high-impact accomplishments. Work on your own resume with those examples in mind.

Finally, when reviewing resume samples, think customize, not plagiarize. Use samples as a guide for ideas, but take pride in writing a resume that has your own unique content and visual appeal.

MANDY SMITH

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Home: 555.555.5555 | Cell: 555.555.1234 | ms@somedomain.com

Targeting an Entry-Level Position as a...

UX Designer

Offer aptitudes in user experience (UX) design and hands-on experience in user research and interaction design gained through corporate and nonprofit externships.

Education

ABC UNIVERSITY (Sometown, TN)

BS in Human-Computer Interaction (BSHCI) Pending (*Graduation: May 2012*)

Cumulative GPA: 3.4 | GPA in Major: 3.8 | Dean's List (all semesters)

Skills

HCI coursework and externship projects have provided a solid foundation in:

- Usability Engineering
- Usability Testing
- Information Architecture
- Interaction Design
- User Research & Persona Creation
- Web Site & Multimedia Design
- Web Site Strategy & Analytics
- Wireframe Production
- Cascading Style Sheets (CSS)
- HTML & XHTML
- Flash, Fireworks & InDesign
- Dreamweaver & Photoshop

Externships

XYZ CORPORATION (Sometown, TN) **User Researcher/UX Designer Apprentice**, Summer 2011, 2010

ABC ORGANIZATION (Sometown, TN) **Information Architecture Assistant**, Summer 2009

Completed three externships during summer breaks to gain experience in UX design and information architecture.

Projects & Results:

- Produced wireframes, XHTML code and CSS that contributed to user-centered design (UCD) efforts for dozens of Web pages.
- Completed user research to identify opportunities for improving XYZ's and ABC's Web presence. Efforts drove the following enhancements:
 - Replacement of vague objectives with clear calls to action, increasing XYZ sales pipeline by 15% and ABC donor base by 12%.
 - Improvement of core Web site functionality by fixing broken links and scripting errors, which lowered XYZ's page-abandonment rate by 35%.
 - Creation of more intuitive site navigation by eliminating misleading labels and unnecessary clicks.
- Entrusted to manage usability testing effort for XYZ landing pages in preparation for Web site redesign. Defined testing parameters, prepared prototypes, recruited users, facilitated tests, and analyzed and reported results.
- Helped improve information architecture of ABC's Web site by assisting with card sorting, affinity diagramming and search log analysis.

Online Portfolio: www._____.com

Earl Beckstrom

55 First St., Apt. #1, Sometown, MI 48103
Phone: (555) 555-5555 • Email: eb@somedomain.com

CIVIL ENGINEER

Engineer in Training (EIT) and graduate of ABET-accredited bachelor's in civil engineering program backed by successful internship experience and knowledge of engineering theories, principles, specifications and standards. Highly motivated to secure an apprenticeship in preparation for PE exam. Proficient user of AutoCAD Civil 3D and MicroStation.

Education & Credentials

National Council of Examiners for Engineering and Surveying

Engineer in Training (EIT) Certification, February 2012

ABC UNIVERISTY, Sometown, MI

Bachelor of Science in Civil Engineering, December 2011

- **Honors:** Chi Epsilon (Civil Engineering Honor Society), Dean's List (5 semesters)
- **Activities:** Member, American Society of Civil Engineers and Emerging Green Builders (EGB); Planning Committee, Engineering Expo
- **Course Highlights:**

Civil Engineering Design

Traffic & Materials Engineering

Cost Estimating & Surveying

Environmental Engineering

Structural Analysis & Dynamics

Water Resource Engineering

Geotechnical Engineering

Fluid Mechanics & Hydraulics

Construction Methods

Concrete & Steel Design

Professional Experience

XYZ COMPANY, Sometown, MI

Engineering firm serving government and commercial clients.

Intern, Civil Engineering Group, Summer 2010, Summer 2011

- Assisted civil engineers on several key government projects involving roadway designs and improvements, solutions easing traffic congestion and replacement of deteriorating bridges.
- Handled cost-of-materials estimations, report and document tracking, project documentation, on-site project visits, invoice/agreement verification and building permit applications.
- Gained experience in blueprint reading, as well as preparation of maps and plans.

ABC COMPANY, Sometown, MI

Worked in telesales throughout college to help finance education.

Sales Representative, June 2008 to May 2010 (seasonal)

- Cold-called small business owners to sign new accounts for ABC Company's print advertising service.
- Cultivated excellent relationships throughout assigned territory.

MARIA W. HUMPHREY

128 Village Ave. #36 ■ Sometown, AZ 85280 ■ Phone: 555.555.5555 ■ mh@somedomain.com

Goal: Seeking Summer Design Engineer Internship Within the Manufacturing Sector

College junior majoring in manufacturing engineering technology who is highly motivated to secure a design engineer internship. Honors student with practical work experience within the manufacturing sector; technical skills in AutoCAD, SolidWorks and Creo Elements/Pro; and a foundation in automated manufacturing systems and simulation modeling techniques.

EDUCATION

ABC UNIVERSITY (*ABET-accredited institution*) — Sometown, AZ

Pursuing Bachelor of Science in Manufacturing Engineering Technology, 2009 to Present

Cumulative GPA: 3.75 ■ Anticipated Graduation: 2013

Honors: Dean's List (all semesters); Tau Alpha Pi (Engineering Technology Honor Society)

Completed Coursework Includes:

- | | |
|--|---|
| – Introduction to Engineering Technology | – Manufacturing Processes / Six Sigma Quality |
| – Technical Drafting & CAD | – Strength of Materials / Material Analysis |
| – Computer-Aided Design & Integrated Manufacturing | – Geometric Dimensioning & Tolerancing |
| – Engineering Mechanics (Statics & Dynamics) | – Computer-Aided Planning (CAP) |
| – Engineering Problem-Solving Tools | – Principles of Numerical Controls |
| – Fluid Power Systems | – Tool & Die Fundamentals |

WORK EXPERIENCE

XYZ MANUFACTURING — Sometown, AZ

Large furniture manufacturer

Production Operator (*full time in summers, part time during fall and spring semesters*), 8/10 to Present

Gained manufacturing experience working with sophisticated automated systems used in the mass production of high-quality furniture and assemblies. Operate, adjust and maintain assembly-line equipment according to established guidelines. **Key Contributions:**

- **Design Engineering Projects:** Selected to assist tool design engineers in the development of jigs and fixtures using AutoCAD, SolidWorks and Creo Elements/Pro. Helped deliver solutions that saved an estimated \$48K annually by reducing costly hand work, minimizing waste and improving quality control.
- **Manufacturing Problem Solving:** Demonstrated technical troubleshooting strengths in pinpointing and resolving equipment malfunctions related to statistical process control (SPC) issues.
- **Production Line Operations:** Consistently commended for adhering to company SOPs to ensure optimal production efficiency, quality and safety.
- **Top-Rated Performance:** Earned outstanding marks on performance reviews, with special recognition for teamwork, attention to detail and going “above and beyond” to drive corporate goal attainment.

COMPUTER SKILLS

Intermediate to Advanced Proficiencies in: AutoCAD, MS Excel, MS Word, MS Access

Basic Proficiencies in: SolidWorks and Creo Elements/Pro (Pro/ENGINEER)

Tracey Smith, MLT

55 Pleasant Drive • Sometown, DE 19703 • (555) 555-5555 • ts@somedomain.com • BeKnown URL

MEDICAL LABORATORY TECHNICIAN

Quality-focused medical lab tech with excellent clinical skills gained through hands-on experience within one of the largest health services providers in Delaware. Perform all laboratory tests and procedures with expedience, attention to detail and optimum quality.

Procedural Skills

Cell Counts; Urinalyses; Body Fluid Analyses; Cytology, Histology, Serology and Hematology Testing; Metabolic & Electrolyte Panels; Liver, Renal and Thyroid Function Testing; Blood Typing; Lipid Profiles; Toxicology Screening; Routine Cultures

Work History

ABC Hospital (*Delaware's second-largest healthcare system*) • Sometown, DE

Medical Laboratory Technician, 6/11 to Present

- Assist hospital physicians in the diagnosis and treatment of illnesses, injuries and medical conditions by providing clinical testing and specimen analysis.
- Conduct lab tests in the areas of hematology, coagulation, urinalysis, serology, immunology, bone marrow and FNA collections.
- Prepare chemical solutions, reagents and specimens for microscopic examination; perform laboratory tests; analyze and report findings; and investigate atypical results and discrepancies to determine causation.
- Expedite critical testing results without compromising sample validity or quality assurance.

DEF Medical Center (*nonprofit healthcare provider serving the Sometown area*) • Sometown, DE

Medical Laboratory Technician, 9/10 to 6/11

- Performed lab analyses to provide data for diagnosis, treatment and prevention of disease.
- Recommended improvements to supply ordering and inventory management that increased efficiency and lowered costs (saving approximately \$5,000 annually).
- Stringently followed lab protocols, sanitation standards and testing procedures.

Education & Certification

GHI College • Sometown, DE

Associate of Science, Medical Laboratory Technician, 2010

- Graduated with honors (3.6 GPA) from NAACLS-accredited MLT program
- *Course Highlights:* Medical Lab Practices, Organic/Biochemistry, Biomedical Science, Principles of Hematology & Hemostasis, Pathogenic Microbiology, Blood Banking, Clinical Chemistry, Clinical Microbiology, Immunohematology, Supervised Clinical Experience

American Society for Clinical Pathology (ASCP) • Board of Certification

Medical Laboratory Technician (MLT), 2010

How to Write a Better Fresh Graduate Resume

These are few of resume samples selected from the eBook, *How to Write a Better Fresh Graduate Resume*

The book, which focuses on fresh graduate resume, will teach you how to write your custom resume on demand, with and without resume samples. In other to make it easier for you, the author provides much more custom resumes in several industries in a variety of formats and designs. See the table of content below.

Benefits the book offers

- You will learn how to emphasis on your strength in an attractive way that gets noticed. Where 95% fresh graduates fail.
- How to use action words to add passion to your resume
- Step by step through the process of crafting an effective and outstanding resume in today's competitive market.
- How to leverage on your strength as a fresher, and customise it for the particular job position you are applying for.
- A long list of well written Samples of Resumes and Cover Letters by fresh graduates
- How to use social media to find your next job

Take it a step further?

Read more [About the Book here](#)

[Grab a copy here](#) (Amazon Kindle)

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www.afterschoolafrica.com/fresh-graduate-resume

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