Dave Johnston

Professional Email | Phone | Address

EDUCATION

West Virginia University   **Morgantown, WV**
John Chambers College of Business & Economics   *May 20XX*
Bachelor of Science in Economics
Major*: Economics*   Minor*: Mathematics*
GPA: 3.92/4.0

RELEVANT EXPERIENCE

West Virginia University, Economics Department   **Morgantown, WV**
Undergraduate Research Assistant   *Spring 20XX - Present*
- Conducted research utilizing the West Virginia Census Records, National Neighborhood Crime Study, and International Public Use MicroSample database
- Utilized a cross-sectional Poisson analysis to determine that higher levels of income inequality suggest more social tension and higher returns to crime
- Concluded income equality and population density both relate negatively and significantly to crime rates
- Collaborated with Economics faculty to prepare research findings for future publishing

U.S. Commercial Service   **Pittsburgh, PA**
Market Research Analyst Intern   *May 20XX-August 20XX*
- Supported trade shows and seminars in conjunction with other staff members
- Communicated with small to medium sized international businesses and consulted on plans for exporting
- Drafted reports regarding foreign market analyses for specific products and markets
- Interpreted and solved problems related to trading in international markets and learned about the role of international trade in a regional economy

WORK EXPERIENCE

West Virginia University Visitors Center   **Morgantown, WV**
Tour Guide   *January 20XX-Present*
- Serve as a positive and enthusiastic ambassador of WVU and be a resource for visitors, faculty, staff, and students
- Staff WVU Visitors Center and handle walk-ins and telephone inquiries
- Lead year-round tours of campus for alumni and prospective students, faculty, and staff

LEADERSHIP EXPERIENCE & INVOLVEMENT

Beta Gamma Sigma Business Honor Society, Member   *September 20XX-Present*
Rise Against Hunger, Volunteer   *May 20XX, 20XX*

TECHNICAL SKILLS

- STATA
- Google Analytics
- SPSS
- R

- Python
- Qualtrics
- Poisson
- MS Excel Certification

Resume Checklist

Personal Information

□ Include your first and last name at the top in a large font (14-16pt).

□ **Phone Number**: List the number where you are most easily reached; set up a professional voicemail.

□ **Email Address**: Use a professional address, such as firstname.lastname@gmail.com. Avoid inappropriate prefixes, such as mountaineer.cutie@gmail.com.

□ **Address**: Different scenarios dictate which address (or addresses) you should include: current, permanent, both, or none. If your address is close to the job location, include it. If the address is far away and you want to include your address, if can be beneficial to indicate that you are mobile or actively relocating since some companies find that they better retain talent who already live in close proximity.

□ If you are active on LinkedIn, include the URL to your profile.

Formatting & Appearance

□ Make sure your resume is one page.

□ Use a readable font such as Calibri, Arial, Times New Roman (11-12pt).

□ Differentiate sections by headings (e.g. Education, Work Experience, Involvement, Leadership).

□ Put Education as the first heading, then organize headings in order of importance.

Education

□ Include West Virginia University at the top of the Education section. Underneath, include Bachelor of Science in Economics.

□ Include your minor and/or area of emphasis if applicable.

□ Add any undergraduate projects you have completed and include what you did, how you did it (research methods), and if you presented your findings.

□ Add study abroad experience and include 1-2 bullet points about what the experience entailed.

□ Include your GPA (always if above a 3.0; if below a 3.0, contact the CCD to discuss)

□ Add honors (Dean's List, Scholarships, etc.). You can also create a separate section toward the bottom.

Work Experience, Leadership, Involvement, and Volunteering Sections

□ List the name of the organization, the title you held, and the location (city, state).

□ Put your start date (month and year) and end date (month and year).

□ Bold or italicize job titles and/or the name of the organization.

□ List experience in reverse chronological order (most recent first).

□ Use bullet points to highlight your responsibilities and tasks.

□ Use action verbs (present tense for current jobs, past tense for previous jobs).

Building Better Bullets

□ Use quantifiable and measurable information in your bullets.

   ***BAD* Open-ended:** Helped managed children at summer camp

   ***GOOD* Measurable:** Managed over 250 children ages five to fourteen at a week-long day camp

□ Ensure your bullet points are objective, rather than subjective or up to personal opinion.

   ***BAD* Subjective:** Experienced verbal communicator

   ***GOOD* Objective:** Delivered ten Ignite-style presentations to audiences ranging from 10-100 individuals on the topics of ethics in the workplace

Technical Skills

□ Include technical (hard) skills, such as proficiency in various software systems.

□ Do not simply list soft skills (e.g. teamwork or leadership). Demonstrate them via the bullet points of your experiences.