

Marshall Henrich

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Education

West Virginia University | Morgantown, WV May 20XX
Chambers College of Business & Economics Overall GPA: 3.1
Bachelor of Science in Business Administration Major GPA: 4.0
Major: *Management*
Area of Emphasis: *Human Resource Management*
Minor: *Marketing*

Study Abroad Experience May 20XX

India – Bangalore, Mysore, Mumbai

- Visited multinational corporations including Amazon, Cimitrix Systems, Himalaya Drug Company, and 5C
- Engaged with and learned from business students in Bangalore and Mumbai

Work Experience

Giant Eagle Inc. | Pittsburgh, PA May 20XX-Present
Talent Acquisition Intern

- Created both internal and external communications for internship and full-time candidates
- Proofread advertisements and job postings to ensure accurate information on open requisitions
- Developed social media posts and created blog content in order to promote Team Member stories and share industry relevant updates
- Researched job board tools and recruiting tactics to make future recommendations on talent acquisition strategies

McDonald's | Pittsburgh, PA August 20XX-January 20XX
Shift Manager

- Ensure crew members meet product quality, service speed, cleanliness and sanitation, and food safety standards
- Support General Manager by working with each department manager to set goals, follow up on progress, and provide coaching and direction to improve
- Facilitate employee training and development for incoming and current staff

Leadership Experience & Involvement

Omega Psi Phi, Nu Zeta Chapter | Morgantown, WV January 20XX-Present

Alpha Kappa Psi | Morgantown, WV October 20XX-Present

President

- Manage \$32,000 budget and determine allocation of funds for Fraternity events and projects
- Directly oversee and manage 10 executive officers and 35 members

Society of Human Resource Management (SHRM) | Morgantown, WV August 20XX-Present

Technical Skills

- HRMS
- Taleo
- Microsoft Office Suite

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, it 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 Business Administration.
- List Management as your major and include all minors and areas of emphasis.
- 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.