



CAREER SERVICES

Resume & Cover Letter Toolkit

Basic Sections of a Resume

The following list describes sections common to most resumes.

Heading

Include: Full name, address, phone number and appropriate e-mail address. If posting online, you may wish to omit your address for privacy.

Profile

A strong profile highlights 4-5 of your greatest strengths and accomplishments and shows how you meet the employer's needs.

Education

List exact title of your degree and major, starting with the most recent. Include: month and year of expected graduation, name and location (city, state) of school. Remove high school information. Dean's List, [academic distinction](#), or honors can be included here.

Career-Related Experience

Group career-related experiences in this section. Choose experiences that reflect your career goals, showing how your skills and experiences meet the employer's needs. Related experiences may include paid work, internships, job shadows, service, etc.

- The bulleted items in this section are called **descriptive lines**. Begin each line with an action verb in the correct tense.
- List experiences in **reverse chronological order** (most recent-oldest). Focus on accomplishments, not just tasks. Show how you contributed to the organization or workplace. See [Writing Descriptive Lines](#).
- Use concise language. Incorporate keywords from the job description that signal transferable skills.

Other Employment

List non-related experiences here. Include your title, company, city, state, and dates of employment. Place more emphasis on your related experiences by omitting descriptive lines from this section.

Additional sections

These may include: Certifications, Clinical Experience, Related Coursework, Research, Publications, Study Abroad Experience, Military Experience, Community Involvement, and Awards & Honors.

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Questions?

Let our staff review your resume/cover letter!

[Book an appointment](#)

Visit us!

Murphy Center 374

Monday-Friday

9am-4pm

608.796.3828

www.viterbo.edu/career-services

Formatting Guidelines

Your resume is a marketing tool that should be easy for the employers to skim quickly. The purpose is to secure an interview! Follow these guidelines to create a well-designed resume that captures the employer's attention while allowing them to quickly take inventory of your experiences.

Your name

Alignment

Headings

Position Titles

Align information consistently. You may choose to left-align or center headings.

Format headings consistently for a unified look. Examples include: caps, bold, underlining, or slightly larger font.

In this sample, position titles have been listed first to emphasize the candidate's role. Bold/italics have been applied to both the degree and position titles. Alternately, you may opt to emphasize organizations.

B.S. Psychology | Family Studies Minor
700 College Drive, La Crosse, WI 54601 | psycmajor21@viterbo.edu | 555-555-5555

PROFILE
Senior psychology major seeking opportunity to utilize experience working with children and young adults. Coursework related to inclusion, developmental stages, and family systems. Employment experience coaching and mentoring special needs children. Internship experience serving as a mentor for high-risk youth. Persistent worker who consistently balances 20-hour work weeks with a challenging academic schedule.

EDUCATION
Bachelor of Science, Viterbo University, La Crosse, WI
Major: Psychology | Minor: Family Studies | GPA: 3.48/4.0
Expected May 2021

RELATED COURSEWORK
Behavior Disorders | Learning & Cognition | Interviewing & Helping Relationships | Social Psychology | Research Methods I & II | Introduction to Chemical Dependency | Statistics | Juvenile Justice | Child & Adolescent Psychology | Psychology for Education & the Role of Philosophy for Children | Marriage & Family

CAREER-RELATED EXPERIENCE
Intern, Integrative Support Services, Wauwatosa, WI
Summer 2020

- Served as a mentor for high-risk youth involved in the juvenile justice system in Milwaukee County.
- Assisted youth ages 10-17 by establishing helping relationships, observing confidentiality, and maintaining boundaries.
- Implemented activities to address behavioral/treatment goals identified by social worker.
- Initiated regular contact with referring social worker to provide updates on progress.

Coach, Swim Therapy Program, Washington Park Pool, Milwaukee, WI
Summer 2019

- Coached 12 children ages 6-10 diagnosed with physical and mental special needs.
- Provided individualized swim instruction to children of various skill levels.
- Tailored activities to participants' interests and ability levels.

Camp Counselor, YMCA of Greater Waukesha County, Waukesha, WI
Summer 2018

- Served as day camp counselor for 30 middle school students ages 11-13.
- Fostered a safe and nurturing environment, facilitated recreational activities, and enforced policies.

OTHER EMPLOYMENT
Cashier/Server, Keep It Local Foods, Milwaukee, WI
Summer 2017
Housekeeper, Radisson Hotel and Suites, Milwaukee, WI
Summer 2016
Nanny, Private Employment, Milwaukee, WI
Summer 2014 & 2015

VOLUNTEER EXPERIENCE
Reach and Rise Mentor, YMCA, La Crosse, WI
Community-Focused Resource Advocate, New Horizons Shelter and Outreach Centers, Inc., La Crosse, WI
Emergency Shelter Volunteer, The Salvation Army, Milwaukee, WI

Dates

List dates in reverse chronological order within sections. Right-align dates for uniform look or list directly after the city and state, using use commas to separate information.

Quick Tips:

- Avoid templates, which may not be read correctly in applicant tracking software (ATS). The staff in Career Services has created ATS-friendly templates for your use, which can be found on our [website](#).
- Use professional-looking, readable font, such as Times New Roman, Calisto, Calibri, Cambria, Helvetica, or Arial.
- Make sure text is large enough to read. Follow these guidelines:
- Body text: 11-12 pt; Section headings: 12-14 pt; Header: 16-18 pt.
- If using color, choose professional-looking colors, such as dark blue or gray. Avoid red or green, which may pose difficulties for color-blind readers.
- Format references in a separate document and in the same style as your resume and cover letter.

Writing Descriptive Lines

Descriptive lines are the bulleted statements listed under each of your related experiences. To help you craft high-quality descriptive lines, reflect on how you exceeded expectations. Think about times when you:

<ul style="list-style-type: none">• Demonstrated initiative• Contributed to the efforts of a team• Designed or improved a process or procedure• Displayed problem-solving abilities or critical thinking skills• Managed time effectively• Supervised others or assisted in the training of others• Educated others on a topic	<ul style="list-style-type: none">• Demonstrated communication skills (spoken, written, visual)• Increased product sales or expanded a client base• Completed tasks requiring a high level of focus, precision, or attention to detail• Resolved customer concerns• Used technology effectively• Worked with diverse populations effectively
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These are examples of transferable skills—skills that can be applied to other work places. Not sure how to get started writing descriptive lines? Here is a method we find helpful:

Verb	Adjective or noun	Transferable skill	Linking word	Action taken
Demonstrated	excellent	teamwork skills	when	collaborating with co-workers
Documented	patient information	with attention to detail and accuracy	when	charting records in EPIC
Provided	exceptional	customer service	by	answering phone calls in a courteous and professional manner
Created	flyers	to educate others	on	nutrition and food safety
Displayed	effective	relational skills	to	cultivate a welcoming environment

Descriptive lines may take a slightly different form, depending on the skill you want to showcase. Here are some examples of descriptive lines that summarize **accomplishments**:

- Named Associate of the Month for consistently selling the highest number of products in 6 months.
- Received positive feedback from supervisor for generating new leads and building positive client relationships.
- Promoted to shift leader after assisting with the training of 8 new hires.

You can also quantify your **results** when possible:

- Raised over \$3,000 in proceeds for a student-led charity.
- Managed activities in a classroom of 20 students studying beginning-level Spanish.
- Marketed organization via website and social media, generating 2,000 new followers and increasing site activity by 80%.
- Gathered data from over 300 survey participants in order to evaluate program effectiveness.

If you choose to punctuate descriptive lines, do so consistently.

Action Verbs

Begin each descriptive line with an **action verb**, keeping past positions in past tense and current positions in present tense. Avoid repeating the same verb within sections.

Management and Leadership Skills

administered	coordinated	delegated	improved	planned
supervised	developed	assigned	directed	initiated
produced	led	established	managed	scheduled
organized	facilitated			

Communication and People Skills

conferred	interacted	referred	interacted	participated
explained	clarified	lectured	collaborated	defined
formulated	listened	consulted	described	developed
directed	communicated	wrote	represented	

Research Skills

analyzed	clarified	researched	collected	formulated
compared	gathered	searched	conducted	identified
critiqued	detected	determined	interviewed	diagnosed
evaluated	investigated	located	organized	

Technical Skills

adapted	developed	clarified	replaced	maintained
solved	specialized	converted	studied	utilized
designed	determined	remodeled	restored	

Teaching Skills

adapted	developed	taught	clarified	individualized
encouraged	coached	evaluated	instructed	trained
motivated	transmitted	conducted	facilitated	coordinated
tutored				

Financial and Data Skills

administered	projected	forecasted	managed	appraised
measured	assessed	planned	prepared	purchased

Creative Skills

designed	adapted	originated	began	performed
initiated	composed	revitalized	created	conceptualized
reshaped				

Helping Skills

served	adapted	coached	advocated	collaborated
contributed	assessed	diagnosed	assisted	rehabilitated
cared for	educated	advised	served	

Organization and Detail Skills

compiled	organized	reviewed	prepared	processed
scheduled	distributed	maintained	provided	charted
executed	monitored	generated	collected	implemented
ordered	conducted			

Nurse Senior

1001 Nursing Drive, Green Bay, WI ♦ 555-555-5555 ♦ seniornurse22@viterbo.edu

Compassionate nursing student committed to providing exceptional patient care.

- Senior status in Bachelor of Science in Nursing program with a Spanish minor
- Extensive CNA experience caring for elderly populations in long-term care facilities
- Certification in Basic Life Support and professional training in medication administration
- Recipient of the Viterbo Nightingale Nursing Scholarship

EDUCATION

Bachelor of Science in Nursing, Viterbo University, La Crosse, WI

Anticipated May 20XX

Minor: Spanish | GPA: 3.52/4.0 | Honor's Program | Dean's List

- Viterbo Student Nurses Association | National Society of Leadership and Success

CERTIFICATIONS

Certified Nursing Assistant, State of Wisconsin | **Basic Life Support**, American Heart Association

CAREER-RELATED EXPERIENCE

CNA/Trained Medication Aide, Coulee Valley Community Homes, La Crosse, WI

October 20XX – Present

CNA, River Valley Nursing Home, Green Bay, WI

Summer 20XX & 20XX

- Worked part-time to care for elderly residents in a long-term care facility
- Took vital signs and monitored the physical, mental, and emotional well-being of residents
- Administered oral, inhaled, and topical medications and performed dressing changes
- Documented vital signs and patient cares, utilizing electronic charting software

CLINICAL EXPERIENCE

Senior Synthesis, 120 hours, virtual simulation, Spring 20XX

Psychiatric Nursing, 77 clinical/simulation hours, Gundersen Health System, La Crosse, WI, Spring 20XX

Advanced Adult Health (Critical Care) Nursing, 77 hours, Winona Health, Winona MN, Fall 20XX

Public Health Nursing, 77 hours, Winona Health Hospice, Winona, MN, Fall 20XX

Maternity/Newborn Nursing, 77 hours, Gundersen Health System, La Crosse, WI, Spring 20XX

Child Health Nursing, 77 hours, Gundersen Health System, La Crosse, WI, Spring 20XX

Adult Health (Medical-Surgical) Nursing, 144 hours, + 12 lab, Mayo Clinic Health System-Franciscan Healthcare, La Crosse, WI, Fall 20XX

Gerontology, 56 hours, Bethany Riverside Nursing Facility, La Crosse, WI, Spring 20XX

- Cared for patients from diverse backgrounds with multiple and complex conditions
- Administered oral, NG tube, and IV medications and IM and subcutaneous injections
- Utilized electronic software (EPIC) to document patient care and assessments
- Conducted head-to-toe assessments on patients ages 18 and older
- Collaborated with interdisciplinary team members to provide quality patient care

OTHER WORK EXPERIENCE

Nanny, Private Employment, Green Bay, WI

June 20XX–Present

PROFESSIONAL DEVELOPMENT

AHEC Scholar, Scenic Rivers AHEC, La Crosse, WI

20XX

- Learned about social determinants of health, practice transformation, current and emerging health issues, inter-professional education, behavioral health integration, and cultural competency for rural and underserved populations
- Participated in Wisconsin Express, addiction clinics, and COVID-19 webinars

Community-Medical Dietetics Senior

311 Lincoln Ave., Madison, WI | dieteticsenior@gmail.com | 555-555-5555

Motivated and reliable registered dietitian who collaborates well with multidisciplinary teams to ensure safe, therapeutic, and evidence-based care.

- Experience administering nutrition assessments, counseling, and education.
- Supervised practice in clinical and community settings, combined with food service experience in educational and inpatient settings.
- Research experience applying community dietetics practices in a school setting.
- Proficiency in EPIC charting software, as well as experience with Cerner, Rosie and ECS.
- Strong work ethic demonstrated by 3 years of part-time food service employment

EDUCATION

Viterbo University, La Crosse, WI

Bachelor of Science in Community-Medical Dietetics

May 20XX

- Accreditation Council for Education in Nutrition and Dietetics
- Dean's List | GPA: 3.61/4.0 | Viterbo Student Dietetics Association

Study Abroad, University of Barcelona, Barcelona, Spain

Summer 20XX

- Delivered nutrition education presentation to elementary-aged children.
- Provided individualized nutritional counseling to rowing athletes training at a professional level.
- Cooked traditional dishes with local culinary students.

CERTIFICATIONS

Viterbo University, La Crosse, WI

Blood Pressure Certification | Blood Glucose Certification | Motivational Interviewing

SUPERVISED PRACTICE

La Crosse, Black River Falls, Viroqua & Onalaska, WI

Fall 20XX – Spring 20XX

Medical, agency, & education sites

COMMUNITY NUTRITION

Supervised Practice in Developmental Nutrition * Supervised Practice in Health Promotion

Community-Based Nutrition | Medical-Nutrition Therapy | Interdisciplinary Collaboration

- Facilitated grief support group on healthy eating.
- Conducted screenings at community sites, including blood pressure, body composition, cholesterol, bone density, blood glucose and triglyceride levels.
- Engaged in motivational interviewing techniques to encourage change-readiness in a variety of patients.
- Presented engaging educational sessions on convenience cooking.

CLINICAL NUTRITION

Supervised Practice in Medical Nutrition Therapy

Client Assessment | Nutritional Education | Dietary Planning | Patient Counseling

- Provided nutritional services to patients with complex diagnoses in a long-term care facility.
- Performed assessments for patients with complex health conditions, including diabetes, cardiac diseases, GERD, hypertension and malnutrition.
- Assessed WIC program participants for nutrition risks, made referrals to other professionals, and provided nutrition education.
- Performed anthropometric and laboratory measurements for nutrition screening process.

SUPERVISED PRACTICE

Continued

FOOD SERVICE

Supervised Practice in Quantity Food Production * Supervised Practice in Food Service Management II

Food Safety Compliance | Meal Planning | Purchasing | Employee Hiring & Training

- Observed food service management in inpatient and grade school environments.
- Ensured compliance with food storage requirements for large food service operations.
- Developed familiarity with government regulations and guidelines related to food service.
- Delivered training related to nutrition guidelines and protocols for food service employees.
- Facilitated state inspection walk-through of facility.
- Executed proper temperature regulation by completing test-trays.

RESEARCH EXPERIENCE

Supervised Practice in Research in Community Nutrition

Spring 20XX

Data Collection and Evaluation | Program Planning | Strategic Marketing

“Feasibility of the Farm-To-School Program at Winona Area Public Schools”

- Conducted research to examine access to farm-to-school programs in Winona, MN school district.
- Developed program plan and marketing strategies for buying guide.
- Presented research findings at poster session.

FOOD SERVICE EMPLOYMENT

Mayo Clinic Franciscan Health Care System, La Crosse, WI

December 20XX – Present

Room Service Assistant (Dietary Aide)

- Assisted with meal preparation for regular and therapeutic diets according to dietitian-specified plans.
- Recorded food and fluid intake of patients.
- Worked with team members to accomplish shared goals.

Carl’s Bar and Grill, Madison, WI

Summer 20XX

Server

- Provided courteous and efficient customer service to 300+ patrons per night
- Assisted kitchen staff with safe food preparation and nightly clean-up

Kwik Trip, Madison, WI

Summer 20XX & 20XX

Guest Services Associate

- Delivered high-quality customer service in a fast-paced environment
- Assisted with training of 21 new employees
- Stocked hot bar and ensured sanitary food preparation

SERVICE ACTIVITIES

WAFER Food Pantry, & Hillview Urban Agriculture Center, La Crosse, WI

AWARDS & HONORS

Lori C. Lewis Dietetics Scholarship

Kwik Trip Scholarship

Social Work Junior

311 Maple Street, La Crosse, WI 54603

Phone: 555-555-5555 ♦ E-Mail: socialwork@gmail.com

PROFILE

- Junior social work student with anticipated graduation of May 20XX.
- Responsible employee who works well with people from diverse backgrounds.
- Compassionate mentor for at-risk youth experiencing behavioral and emotional challenges.
- Dedicated learner who has mastered key social work concepts, including: planned change process, working at micro, mezzo, and macro levels, advocacy for disadvantaged populations, cultural competence, and NASW Code of Ethics.

EDUCATION

Bachelor of Science, Viterbo University, La Crosse, WI

Anticipated Graduation: May 20XX

- Major: Social Work | Minor: Family Studies
- GPA: 3.36/4.0

RELATED COURSEWORK

Intro to Social Work | Statistics | Racial & Ethnic Groups | Social Welfare Policy I & II | Social Work Interviewing | Human Behavior in Social Environment | Social Work Theory & Practice with Communities | Social Work Theory & Practice with Families | Community-Based Mental Health Services

CAREER-RELATED EXPERIENCE

Youth Mentor, Hamilton Elementary School, La Crosse, WI

Spring 20XX

- Mentored 21 students from low-income homes and diverse backgrounds.
- Served as a positive role model for youth who had encountered difficult circumstances.
- Tutored students in reading, English, and math.
- Assisted teacher with classroom setup and cleanup.

At-Risk Youth Coordinator, ABC Human Services, La Crosse, WI

Fall 20XX

- Planned and developed an experiential learning program for 16 at-risk teens (ages 12-15).
- Exercised fiscal responsibility when managing program budget.
- Developed weekly newsletters highlighting new services and community partnerships.
- Provided professional and courteous customer service.

OTHER EMPLOYMENT

Papa Smurfy's Pizza, La Crosse, WI

2020–Present

Circulation Assistant, Sparta Free Library, Sparta, WI

Summer 20XX & 20XX

COMMUNITY INVOLVEMENT

Service Saturday Volunteer, Viterbo University, La Crosse, WI

20XX–20XX

- Volunteered at Wafer Food Pantry, Salvation Army, and A Place of Grace Catholic Worker House.

AWARDS & HONORS

Professional Diversity Scholarship, Viterbo University, La Crosse, WI

Sample Cover Letter Format

There are a few acceptable business letter formats for cover letters; the full block format where everything is aligned to the left appears below.

Your street address (Or personal letterhead)

Your city, state and zip

Today's date

Name of hiring contact, title

Name of organization, school district, or business

Organization street address/P.O. Box

Organization city, state and zip

Dear Mr./Ms./Dr. Last Name (or first and last name of person):

In the first paragraph, let the reader know why you are writing and how you found the position. Explain your interest in the position, and express enthusiasm about the organization, mission, and/or community. Preview how your qualifications match the position requirements.

This paragraph offers you the opportunity to explain why you are a nearly perfect fit for the position and the organization. While you don't repeat your resume in this paragraph, you may add depth to certain key experiences. Refer to the position description and explain how your education and experiences address those requirements. Focus on how you can contribute to the organization (not what you can gain from the experience.) Some writers use bullets to address this information.

This is the can-we-talk paragraph. Start by summarizing your best qualifications, then politely request to meet at the employer's convenience. Indicate any materials you have enclosed, such as your resume. Remind the readers how to contact you, and thank them for their consideration.

Sincerely,

Your signature

Your name

Enclosure

Sample Job Description

A to Z Marketing Solutions is seeking a Marketing Intern for Summer 20XX. The Marketing Intern will collaborate interdepartmentally to support project management, build client relationships, promote the company via social media, and develop print and online marketing tools. The intern will be expected to maintain confidentiality of clientele and serve as a liaison between the company and the community. Duties include:

- Conduct market research of prospective and current clients and make recommendations for future programming.
- Gain a comprehensive knowledge of our products, business operations and company brand.
- Develop a marketing campaign to be delivered via social media, web, and print platforms.
- Build relationships with clients to help match them with products that best meet their needs.
- Work independently and as a team to coordinate and represent A to Z Marketing Solutions at open houses, annual company picnic, and promotional events.

Qualified candidates should:

- Be pursuing a degree in Business Management, Marketing, Communications, or related field.
- Possess a strong grasp of marketing and business acumen, excellent interpersonal and communication skills, and a high level of creativity.
- Demonstrate initiative and the ability to work independently as well as collaboratively.
- Possess a professional appearance and demeanor.

Skills in Microsoft Office, Adobe Creative Suite preferred. This is a 30-hour per week position with occasional weekend and evening hours.

To apply, email hr@azmarketing.com or contact Human Resources at 555-555-5555.

312 Main Street
La Crosse, WI 54601

December 8, 2020

Human Resources
A to Z Marketing
300 Birch Street
La Crosse, WI 54601

Dear Human Resources:

Please accept this letter and application for the Marketing Intern position at A to Z Marketing Solutions. I share your commitment to helping local businesses develop their unique brand identities. As an aspiring marketing professional, I can contribute to your organization with the skills developed in my coursework and customer service experience. Additionally, I possess a professional, hard-working nature that will make me an effective intern for your company.

I am a marketing major in the Bachelor of Business Administration at Viterbo University with an anticipated graduation of May 2022. During my undergraduate career, I completed coursework in marketing, accounting, and branding. Highlights of my experience include:

- Conducting market research for a local healthcare facility
- Developing a social media marketing plan that generated \$12,000 in new sales
- Improving website design and accessibility

My educational experiences enhanced my ability to work with a team, generate creative solutions to problems, and communicate ideas effectively. If selected for the Marketing Intern position, I would apply my knowledge of marketing strategies and business acumen to help your clients establish their unique brands.

In addition, I possess experience as a Sales Associate at Menards and Benson Builders, where I have effectively built relationships to match customers with products that meet their needs. In both positions, my abilities in Microsoft Office and Adobe Creative Suite have proven useful when creating business correspondence and publications.

I would welcome the opportunity to visit with you to discuss how my qualifications make me an excellent candidate for the Marketing Intern position. To view my experiences in detail, please see my enclosed resume. You may reach me at 555-555-5555 or maxmarketer@viterbo.edu. Thank you for your consideration.

Sincerely,



Max Marketer

Enclosure

Max Marketer

312 Main Street, La Crosse, WI 54601 | 555-555-5555 | maxmarketer@viterbo.edu

SUMMARY

- Motivated junior marketing student with 3 years' experience in customer service and direct sales.
- Strong communicator with a strong grasp of business acumen and reputation for developing positive customer relationships.
- Creative marketer with proven record of driving sales via social media platforms.
- Student athlete with leadership skills demonstrated through involvement in Viterbo Baseball.
- Proficient user of technology with experience in Microsoft Office and Adobe Creative Suite.

EDUCATION

Viterbo University, La Crosse, WI

Bachelor of Business Administration

Anticipated May 20XX

Major: Marketing | GPA: 3.4/4.0

RELEVANT COURSEWORK

Business & Professional Writing | Financial Management | Legal and Ethical Environment of Business
| New Media Marketing | Principles of Marketing | Principles of Management and Organizational Behavior
| Social Media and Innovative Marketing | Web Design and Analytics

RELATED EXPERIENCE

Class Project

Fall 20XX

- Collaborated with a team of classmates to conduct market research for a regional healthcare facility to determine feasibility of new clinic sites.
- Created questionnaire to gather data from **300** participants.
- Created focus group questions and facilitated research in **5** communities.
- Reviewed, summarized, and presented findings to marketing staff.

Class Project

Spring 20XX

- Developed social media marketing plan for a local retailer.
- Increased website traffic **100%**, social media traffic **200%**.
- Generated **\$12,000** in new sales.
- Evaluated and suggested improvements for current social media platforms.
- Re-designed company website to improve layout and accessibility.

EMPLOYMENT

Sales Associate, Menards, Eau Claire, WI

Summer 20XX–Present

- Provide quality customer service in a building materials department.
- Handle **>300** transactions per shift with accuracy and efficiency.
- Help customers find products appropriate for their needs.

Generator/Sales Associate, Benson Builders, Eau Claire, WI

Summer 20XX

- Generated **200+** sales leads and increased revenue **\$10,000**.
- Attended home improvement conventions and trade shows.

AWARDS & HONORS

Marv and Annette Friedewald Business Scholarship, Viterbo University, La Crosse, WI

Dee Family Baseball Scholarship, Viterbo University, La Crosse, WI

REFERENCES

Dr. John Doe, Faculty

Viterbo University
900 Viterbo Drive
La Crosse, WI 54601
Phone: 555-555-5555
Email: johndoe@viterbo.edu
Relationship: Professor

Dr. Jane Smith, Faculty

Viterbo University
900 Viterbo Drive
La Crosse, WI 54601
Phone: 555-555-5555
Email: janesmith@viterbo.edu
Relationship: Professor

Mark Benson, Owner

Benson Builders
300 Market Street
Eau Claire, WI 54701
Phone: 555-555-5555
Email: bensonbuilders@aol.com
Relationship: Supervisor