

Sample Resume

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PROFESSIONAL EXPERIENCE

JAMESON UNIVERSITY

Jameson, NC

Director of Undergraduate Admissions | 2018–Present

A private, medium-sized university with an undergraduate enrollment of 4,000 students.

Data-Driven Recruitment Strategy

- **Implemented a highly accurate new statistics-based predictive model** for undergraduate admission. Collaborated with consultants and the office of institutional research to interpret both national and in-house data. Enabled Jameson to hit enrollment targets within a margin of 20 students in the 2018–19 school year.
- Accomplishment two

Technology

- Accomplishment one
- Accomplishment two
- Accomplishment three

Communications and Marketing

- Accomplishment one
- Accomplishment two
- Accomplishment three

Staff Development

- Accomplishment one
- Accomplishment two

Equity, Diversity, and Inclusion

- Accomplishment one

The resume header includes only the information hiring managers would need to contact you—email, phone and location (so they know your time zone). There is no need to include your full home address, so you can keep that confidential.

Many resume templates include a narrative opening section, but you don't need one. Your cover letter will provide the narrative, and your experience will speak for itself when presented through well-crafted bullet points.

A brief summary of your current institution is optional, but it can be a good way to provide context for hiring committee members, especially those outside your region. If it isn't listed, they will often search for the information on their own.

Subtitles are also optional, but they can help organize your resume bullets and make your primary skill areas more visible. They also eliminate the need for a long descriptive section at the top of a resume. To select category titles, think of areas where you've made unique, measurable impacts. You should align these categories with key competencies from the employer's position description.

NORTHWEST STATE UNIVERSITY

Everett, WA

Senior Associate Dean of Undergraduate Admissions | 2016–2018

Associate Dean of Undergraduate Admissions | 2012–2016

A large, regional public university with a total enrollment of 20,000, including 9,000 undergraduates.

- **Promoted in 2016 in recognition of outstanding abilities as a recruiter**, earning management of Northwest State’s highest-priority territory and subsequently increasing yield by 8.3% and application volume by 7.2% in 2017.
- **Responsible for managing high-profile, results-oriented programs** including overnight visits, campus tours, and prospective student events. Improved campus visit satisfaction survey results by 14% in 2014 and maintained this heightened satisfaction level. Developed and implemented the on-campus visit program, including oversight of 75 student workers and coordination of two major open houses.
- **Created and led sought-after college application workshops** for first-generation students in Everett high schools.

LUCERNE COMMUNITY COLLEGE

Lucerne, WA

Associate Dean of Transfer Admissions | 2010–2012

A local community college with direct transfer pathways to the state university system.

- Accomplishment one
- Accomplishment two

GERBER COLLEGE

Eugene, OR

Senior Assistant Dean of Admissions | 2007–2010

Assistant Dean of Admissions | 2004–2007

A small, private, undergraduate-only liberal arts college with total enrollment of 2,000.

- **Accomplishment one**

When you have held multiple positions at one institution, do list them all. If the roles were quite different or you changed departments, you can include separate sections of bullet points for each role, but it is generally fine to list them together like this.

Instead of simply saying “Responsible for campus visit programs,” try using proactive, impactful descriptors so hiring committees understand the stakes of your work.

Feel free to be brief in describing your early-career roles. You might highlight what they taught you that has become foundational to your current career.

PROFESSIONAL AFFILIATIONS AND SERVICE

National Association of College Admission Counselors (NACAC) Member, 2004–Present

- Committee Service one
- Committee Service two

Southern Association of College Admission Counselors (SACAC) Member, 2018–Present

- Committee Service one

Jameson University Campus-Wide Inclusion Committee, 2018–Present

- Committee Chair, 2019–Present

Pacific Northwest Association of College Admission Counselors (PNACAC) Member, 2004–2018

- Committee Service one
- Committee Service two

PRESENTATIONS AND PANELS

NACAC 2019 National Conference, “How to Work with Vendors”

PNACAC 2019 Regional Conference, “Creating EDI Initiatives for Your Admissions Staff”

Panel 3

Panel 4

Panel 5

AWARDS AND HONORS

Outstanding Administrator Award, Jameson University, 2019

Sumner Award for Admission Counseling Excellence, PNACAC, 2016

Award 3

Award 4

Lists of your publications, presentations, and committee service show your national and regional standing in your profession, and can be compelling for any hiring committee members accustomed to reviewing long academic CVs. It is best to break them up into sections like “Professional Affiliations,” “Presentations” and “Awards” so they are more easily readable.

COMMUNITY ENGAGEMENT

Board Member, Everett Food Bank, 2015-2017

Engagement 2

Engagement 3

EDUCATION

M.Ed., Higher Education Leadership, Jameson University | 2018

B.A., Russian Literature, Gerber College | 2004

Since your job application is telling a story about you, it's helpful to include any significant community engagement on your resume, especially if it showcases your values. These can indicate the kind of on-campus community member you would be.

For anyone more than five years into their professional career, it is best to put the education section at the end of your resume. Education is your foundation, but your professional experience is what qualifies you for the job. There is no need to include GPAs or other academic details.