

SAMPLE COMBINATION RÉSUMÉ

TYLER A. PETERS

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EDUCATION

Master of Science in Psychology, May 20xx

University of Illinois at Urbana-Champaign (Illinois)

Bachelor of Arts in Psychology, May 20xx

The Ohio State University, Columbus, OH (OSU)

RELATED WORK EXPERIENCE

Teaching Assistant, August 20xx-Present

Department of Psychology, University of Illinois at Urbana-Champaign

Leadership

- Develop course content and manage all course activities for 100-150 introductory level Psychology students.
- Provide a diverse learning experience for students that includes video clips, group exploration, review games, participant demonstrations, and instructor-led discussions.

Advising and Mentoring

- Meet personally with students to discuss course progress, future career plans, and effective study strategies.
- Work with students to determine study needs and address problems creatively.
- Meet with students weekly to maintain study habits and improve quiz performance as necessary.
- Guide new instructors on all course-related issues, including handling student academic problems, implementing interesting class demonstrations, using course-related technologies, and writing effective test questions.

Communication

- Prepare and present three lectures per week for three course sections using multimedia technologies such as Prezi, video clips, and Blackboard course website.

Assessment

- Develop and grade exams and quizzes that assess student mastery of subject matter.
- Create assignments that provide opportunities to tie theory into students' lives and explore topics on their own.

Human Resources Representative, June 20xx – Present

Macy's, Champaign, IL

Recruiting/Selection

- Serve as point of contact for all applicants.
- Log and track applications and resumes using Oracle PeopleSoft talent management program.
- Communicate with hiring managers to screen applicants and make recommendations concerning possible person-job fit.
- Convey selection decisions to applicants.

Mock Interviewer, 20xx

Career Services, Ohio State University, Columbus, OH

Career Development

- Interviewed undergraduate and graduate students using behavior-based interview techniques.
- Discussed strengths and areas of improvement for developing more effective interviewing skills.