

# RESUME BUILDING

## Resumes 101

### RESUME PURPOSE

A resume is a clear, concise, easy-to-read picture of your history as it relates to employment qualifications. This can include education, work history, volunteering or other activities, as well as awards earned. An employer may be reviewing many resumes for one position, make sure they can easily see your qualifications at a quick glance.

### RESUME HOW TO

- **Header:** Your name, city and state location, email and phone number at the top of the page.
- **Education:** Include any postsecondary education or certifications.
- **Work History:** List your jobs chronologically with the most recent or current position at the top.
- **Activities and Awards:** Include an area to list your volunteer experience, organization involvement, and awards or achievements. If you do not yet have any of these things, leave this section out of your resume and watch for opportunities to get involved in.



## RESUME NO NO'S

- **Templates:** You may find templates online and use them at your own discretion. Keep in mind that it can be difficult to edit the structure of the resume or to make changes to content in the future. Instead, we recommend you create a document from scratch, even if it mirrors the template.
- **No Personalization:** It is important that you do not use the same exact resume for every job you apply to. Although you can use the same general resume content and format, it is important to change your resume to cater to each job. Use keywords/phrases from the job description to stand out.

## RESUME PLEASE DO'S

- **Use Numbers:** If you have a number associated with your bullet point/experience description, **USE IT!** Make sure to type the actual number "16" versus "sixteen" to help it stand out.
- **Talk about Results:** Always make sure to include results in addition to explaining what you did. This helps employers understand the effects of your work instead of guessing if it went well or not.
- **Start with an Action Verb:** Every bullet point within an experience should start with an action verb. See below for a list of action verbs you could use.
- **Stay Consistent and Organized:** No matter how you format your resume, make sure you stay consistent throughout. Example: if you are abbreviating the month "Jan" make sure you do so throughout "Feb, Aug, etc."
- **Use The Job Description:** Before submitting your resume for a job, go through the description and highlight key words or phrases that apply to you and your experiences. Use those exact words in your resume.
- **Use your resources:** There are many resources to help you through the process of creating a great resume.

## RESUME ACTION VERBS

These are examples of action verbs that can help you start your bullet point and describe what you've accomplished through your experiences.

Advance	Generate	Qualify
Assign	Guide	Quote
Assess	Grant	Recommend
Absorb	Host	Refine
Accelerate	Implement	Retain
Attain	Investigate	Recover
Attract	Increase	Reinstate
Announce	Initiate	Reject
Appraise	Influence	Sustain
Budget	Integrate	Save
Bolster	Innovate	Schedule
Balance	Institute	Support
Boosted	Justify	Secure
Bargain	List	Simplify
Benefit	Log	Screen
Comply	Maintain	Segment
Critique	Mentor	Streamline
Collaborate	Measure	Strengthen
Design	Multiply	Troubleshoot
Delegate	Negotiate	Teach
Demonstrate	Observe	Tutor
Develop	Operate	Translate
Detect	Obtain	Train
Enhance	Promote	Uncover
Enrich	Present	Unite
Fulfill	Program	Unify
Finance	Provide	Update
Forecast	Project	Upgrade
Formulate		Validate
		View

# Amanda Student

123 College Street, Duluth, MN 55804

555-555-555 e: [amandastudent@school.edu](mailto:amandastudent@school.edu)

## EDUCATION:

Media Studies and Production Diploma, anticipated graduation May 2016

Lake Superior College, Duluth MN

Current GPA 3.53

## EXPERIENCE:

**Summer Intern**, June 2014 to August 2014

ABC Communications, New York, New York

- Partnered with design intern to create and execute two sell sheets, one print ad, and one postcard
- Created and presented collaborative intern campaign to entire agency and founders of organization
- Awarded Best Campaign of competing teams
- Wrote radio script submitted with campaign proposal and assisted in other writing assignments

**Shift Supervisor / Trained Barista**, September 2014 to present

123 Coffee Shop, State College, PA

- Trained new employees, opened and closed store, handled total sales, built satisfied customer relationships
- Awarded Best Customer Service five consecutive times

**Server, Hostess, Expeditor, Busser**, May 2011 to September 2013

321 Restaurant, Washington, D.C.

- Created customer base and close relationships with patrons of restaurant
- Provided prompt service while taking orders, serving food and closing the check
- Served over 75 customers per shift

## AWARDS AND ACHIEVEMENTS:

- Dean's List - Fall 2014, Spring 2015
- Awarded Best Advertising Campaign Proposal for A Foundation, ABC Communications, Summer 2014
- Member of Media Studies and Production Club, Lake Superior College, Spring 2015 to present

Adapted from Monster.com

**John Applicant**  
**123 Main St. Duluth, MN 55811**  
**John.Applicant@email.com**

## **EDUCATION**

**Lake Superior College** – Duluth, MN, May 2012

- Business Administration, Associate in Science, Overall GPA: 3.32/4.0
- Dean's List 2011–2012

## **BUSINESS AND RELATED EXPERIENCE**

**Johnson Studios, Marketing Consulting Firm** – Stamford, CT, July 2006 – September 2006

Assistant Consultant

- Analyzed private education market; research allowed firm expansion in three new metros
- Researched media buying for two clients using databases, telephone surveys, and competitor data.

**College Newspaper** – Duluth, MN, June 2011 – June 2012

Editor-in-Chief

- Increased budget in real terms by over \$1000 while increasing print run over 12 month period
- During first three months of leadership, increased budget by 40% by securing additional school funding and initiating successful alumni fundraising drive
- Launched daily-updated web-site

**The School Fund** – Duluth, MN, June 2006 – July 2006

Caller for Non-Profit College Fund

- Raised over \$2400 dollars in seven week period
- Lead caller in two categories of reluctant alumni donors

## **ADDITIONAL INFORMATION**

Computer: Proficient in Microsoft Office

Freelance Columnist: Featured on sites such as: City Paper, Local Magazine

Business Writer: Have written promotional material and copy for Acme Associates and Johnson Studios

Adapted from Monster.com

**Paulette Duluthian**  
**6 Barclay Street Duluth, MN 55811**  
**555.555.5555 (home) 566.486.2222 (cell)**  
**phjones@mapp.com**

## **EDUCATION**

A.A.S., Accountant, January 2004  
Lake Superior College, Duluth MN

## **RELATED COURSEWORK**

Financial Accounting Principles I & II, Payroll Accounting, Fundamentals of Taxation, Intermediate Accounting I & II, Computerized Applications in Accounting

## **WORK EXPERIENCE**

### **The Space Store**

2002 – Present

- Space planning including home office and home organization. Utilized computer system to sketch diagrams for customers. Plan and allocate space requirements.
- Also, part-time Sales Floor Manager. Responsible for assisting other employees with planning problems and troubleshooting.

### **Doug's Pizza**

#### **Manager**

2000 – 2002

- Responsible for team development, communications, sales, profit and cost control management.
- Managed store operations and administration including scheduling, reports, inventory, and customer service.

#### **Cashier**

1996 – 2000

- Responsible for customer service including order-taking and cash register operations.

## **COMPUTER SKILLS**

Microsoft Word, Excel, Power Point, Access, Minitab, Internet

## **OTHER ACTIVITIES**

- Member of the Youth Development Association
- Peer tutor in Macro Economics and Micro Economics
- Member of Association of Management Training