

## **Fundamentals of Resume Writing**

**Instructions:** Please build your resume using the template on page 2 along with the instructions below. Your resume should be built in a **Word document format only**. If you have an existing resume, please convert it to Word and edit it following the instructions on both pages of this document.

- 1) Use only 1 font style – a “clean” font writing style, preferably “Ariel” or “Calibri (body)”; The font size should be no smaller than a 10 point and no larger than a 12 point
- 2) You may underline, *italicize* or **bold** titles or key parts
- 3) No borders on the resume
- 4) Do NOT abbreviate, if possible
- 5) Your education: Once you start college, your high school information should drop off your resume. Upon graduation degrees and/or certificates of completion should be added.
  - a) For date of graduation, check your status or use a realistic guesstimate (only list expected/anticipated graduation date if it will be less than one academic year)
  - b) List your degree program
  - c) List the significant courses related to your degree program
- 6) All words in the job descriptions should start with action words (e.g. verbs, adverbs or adjective). Refer to the job description from your current/former employer’s website for the tasks, duties and responsibilities of your position. NOTE: If you are having a hard time figuring out your duties, Google the job description you performed. Remember: Do NOT copy the language exactly. Write the duties in your own words and tailor the language to the work you actually did. Many employers have software programs for receiving applications/resumes. These programs can “scrub” an application/resume and search the internet for comparison, looking for plagiarized language. Just use any information from a job description you searched for on the internet as a guide.
- 7) Current job should be written in the present tense – Supervise a staff of four..., Maintain personnel files..., Knowledgeable in HIPPA laws..., etc.
- 8) Past jobs should be written in past tense – Developed..., Designed..., Supervised..., Provided, Reduced overhead expenses by 10%..., Increased efficiency by 25%..., etc.
- 9) Most job descriptions can be summarized in one to two lines for each bullet point
  - d) At least four bullets for previous jobs with a detailed explanation of each task
  - e) Approximately six bullets for current employers
- 10) The title you use to save your resume should include your first and last name (e.g. “Lisa\_Moneybanks’\_Resume\_SP2020”). Remember the title you save your resume under is the same way the employer’s system will receive it. For example, “doc1” may likely get lost.

### **REMEMBER**

**How well you present yourself – attire, resume, knowledge of the company and professionalism – at the interview will likely result in two things:**

- 1) Whether or not you get the job & 2) The starting pay or salary you are offered**

## Resume Template with Explanations

### CONTACT INFORMATION

#### Name

Address

City, State & Zip Code

Email | Phone

### SUMMARY

A summary statement is a recap of the most relevant highlights of your **education, skills and experience**. It's what you bring to the table, professionally speaking. You should include key accomplishments and a sense of your career focus. Make sure you use active verbs and vivid language. See example below:

Business graduate with 2+ years' experience specializing in customer service, retail management, sales and food service. Professional, flexible with proven business development skills.

### EDUCATION

University of Cincinnati, Cincinnati, OH      Expected Graduation: May 20XX

Clermont College

Associate of Business Administration, Major: Marketing

GPA: 3.5/4.0, Dean's List Recipient

- Do not include high school
- Shift graduation date to right
- List most recent degree first
- GPA - 3.0 or higher
- Relevant coursework

### SKILLS

Skills are tasks that are teachable, trainable or demonstratable. They are called hard skills and may not be reflected anywhere else in your resume. Traditionally, soft skills are not included in a skills section. Soft skills are things like "team player" or "excellent communicator". Soft skills can be demonstrated elsewhere in your resume. See example below:

Computer: Adobe Creative Suite (Intermediate Knowledge)

Social Media: Facebook, Twitter, Hootsuite, Instagram, and Pinterest

Language: Conversational French

### WORK EXPERIENCE

Your experience section is not just a list of your job duties! It's an opportunity to highlight specific knowledge, skills and experiences that are directly related to the job. Focus on outcomes, successes, accomplishments. You're hired with a list of duties – but what makes you great is how you performed them. See example below:

Graeter's Ice Cream, Cincinnati, OH

November 2018 – Present

Team Member

- Greet and service 80+ customers daily, answering product questions and completing orders
- Enhance consumer knowledge of product offerings by reviewing the menu and specials
- Create a family friendly dining experience through attentive service in an efficient manner
- Awarded Team Member of the Month for providing excellent customer service and team support

### LEADERSHIP AND AFFILIATIONS OR VOLUNTEER INVOLVEMENT

In this section you want to highlight any organizations on campus that you're involved in and include whether or not you've taken the lead. Also include volunteer organizations or professional associations you may belong to. See example below:

National Honor Society (NHS)

September 2017 – May 2020

President

- Co-created and planned a t-shirt selling fundraiser which raised \$500 for chapter
- Organized and lead monthly chapter meetings with 50+ members