WRITING A STANDOUT RESUME

Heather Starr, Career Counselor

THE LEGENDARY

ALEX MACINTOSH

CREATIVE DIRECTOR

PERSONAL

Name	Alex Ray Macintosh
Birthday	31st December 1986 (30)
Relationship	Single
Nationality	British
Languages	English, French

CONTACT

Mobile	+1 (718) 123-4567
Home	+1 (718) 123-4567
Email	a-macintosh@gmail.com
Skype	username
Address	Apartment 4, North 11th St Brooklyn, NY 11249

REFERENCES

Available upon request

LINKS

- **www.behance.com**/user_name
- **www.dribbble.com**/user_name
- **www.linkedin.com**/user_name
- **www.facebook.com**/user_name
- **www.twitter.com**/user_name

PROFILE

Offici non consequis nosa nus, odis ut ius vendit untis volestrum, excepe rera nonsequia id et, te prore cumquae ventis voluptatin pore vols volorro blam aut que doluptatquis voloritatist fugiam, unt la adit eossand aeptione que et volupta necerit, sam ut lanit alique. Offici non consequis nosa nus, odis ut ius vendit untis volestrum, excepe rera nonsequia id et.

DESIGN · CONCEPTS · DIRECTION · TEAMWORK · MANAGEMENT

WORK

2014 — **DESIGN DIRECTOR**
BIG DESIGN COMPANY. NEW YORK. NY. USA
Donec ullam corper nulla non metus auctor commodo luctus nisi erat porttitor

2012 — **SENIOR DESIGNER**
DESIGN COMPANY. BROOKLYN. NY. USA
Pellentesque ornare sem lacinia quam venenatis vestibulum

2008 — **DESIGNER**
BRAND NEW. PARIS. FRANCE
Offici non consequis nosa nus, odis ut ligula, eget lacinia odio ius vendit

EDUCATION

2003 — **MA GRAPHICS**
ROYAL COLLEGE OF ART. LONDON. UK
Aenean eu leo quam. Pellentesque ornare sem lacinia quam venenatis vestibul

2000 — **BA(HONS) GRAPHICS**
CENTRAL SAINT MARTINS. LONDON. UK
Offici non untis volestrum consequis nosa nus, odis ut ius vendit untis volestrum

SOFTWARE

- ADOBE INDESIGN (CC)
- ADOBE ILLUSTRATOR (CC)
- ADOBE PHOTOSHOP (CC)
- ADOBE DREAMWEAVER (CC)
- HTML 5
- CSS 3

HOBBIES

OUTDOORS · FOOTBALL · BASKETBALL · WRITING · MOVIES · GAMES

Alex Macintosh, Apartment 4, North 11th St Brooklyn, NY 11249 **Phone** +1 (718) 123-4567 **Email** alexmacintosh@gmail.com

RACHEL BLACK

PROFILE

Insert your professional profile here. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut in nulla mattis erat. Proin in lobortis urna. Vestibulum ante ipsum primis in amet id faucibus orci luctus et ultrices posuere cubilia Curae

CONTACT

WWW.YOURWEBSITE.COM
HELLO@YOURWEBSITE.COM
WWW.LINKEDIN.COM/YOURNAME
718.555.555

EXPERIENCE

JOB POSITION/COMPANY
2015 - present
Describe your responsibilities and achievements here. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut in nulla mattis erat. Proin in lobortis urna. Vestibulum ante ipsum primis in amet id faucibus orci luctus et ultrices posuere cubilia

JOB POSITION/COMPANY
2014 - 2015
Describe your responsibilities and achievements here. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut in nulla mattis erat. Proin in lobortis urna. Vestibulum ante ipsum primis in amet id faucibus orci luctus et ultrices posuere cubilia

JOB POSITION/COMPANY
2012 - 2013
Describe your responsibilities and achievements here. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut in nulla mattis erat. Proin in lobortis urna. Vestibulum ante ipsum primis in amet id faucibus orci luctus et ultrices posuere cubilia

JOB POSITION/COMPANY
2010 - 2012
Describe your responsibilities and achievements here. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut in nulla mattis erat. Proin in lobortis urna. Vestibulum ante ipsum primis in amet id faucibus orci luctus et ultrices posuere cubilia

TECHNICAL SKILLS

- SOCIAL MEDIA
- PHOTOSHOP
- ILLUSTRATOR
- MS OFFICE
- WORDPRESS

EDUCATION

NEW YORK UNIVERSITY
2010 - 2014
BACHELOR OF ARTS

NEW YORK UNIVERSITY
2014 - 2015
MFA COMMUNICATIONS

KELLY BLACKWELL

CAREER OBJECTIVE

SUMMARY OF QUALIFICATIONS

PROFESSIONAL EXPERIENCE

EDUCATION

ADDITIONAL SKILLS

FUNCTION OF THE RESUME

Convey Your Professional Image

BEFORE YOU START, KNOW…

NO!

Abbreviations
Personal Pronouns
Complete Sentences
Personal Information
Photographs
Salary Expectations
Salary History
Reasons for Leaving
Wild Font Colors
References

RESUME OVERVIEW

NUMBER OF PAGES	• Students & New Grads: 1 page • Experienced: 2 pages, if relevant
FONTS	• 10-12 point, professional-looking font • Capitalize, Bold, Italicize, Bullet, Indent
MARGINS	• ½ inch to 1 inch all around

WHAT TO INCLUDE…

RESUME FORMATS: CHRONOLOGICAL

PAUL SCIENCE

5858 Street Name | Temecula, CA 92592 | (951) 888-1940 | email@csusm.edu

EDUCATION

Bachelor of Arts in Political Science — May 20XX
California State University San Marcos — Overall GPA: 3.303

RELEVANT COURSEWORK

Course 1 — Course 2
Course 3 — Course 4

COMPUTER SKILLS

Research databases: Academic Search Premier, CQ Researcher, LexisNexis Academic, ProQuest Newsstand; Software: Microsoft Word, Excel, PowerPoint, Outlook

RESEARCH EXPERIENCE

California State University San Marcos, Department of Political Science — Fall 20XX
Faculty: Dr. Nancy Regan
United States v. Antoine Jones (2010): A Constitutional Law Student's Interpretation.

- Analyzed Supreme Court documents to gather facts on case
- Examined past landmark cases to gather greater understanding of issues concerning privacy
- Gained an understanding of the significance of the judicial system and its processes
- Compiled information to formulate opinion and hypothetical decision for court case
- Created poster and explained research to campus community at the Student Poster Showcase

WORK EXPERIENCE

Oggi's Pizza and Brewing Company, Temecula, CA — March 20XX – October 20XX
Food Server and Bartender

- Collaborated with team to open new location: established policies and procedures, developed and maintained regular clientele and met sales goals
- Provided friendly and efficient customer service, leading to repeat business
- Answered customer questions and provided information regarding the menu
- Worked as part of a team, helping coworkers to improve workflow and customer service

Red Robin, Temecula, CA — May 20XX – February 20XX
Food Server

- Provided efficient customer service in extremely fast paced environment
- Met customers' needs by processing orders accurately and within limited time frame
- Followed corporate guidelines to ensure sales goals and quotas were maintain and surpassed
- Resolved any customer concerns and promoted high guest satisfaction
- Trained and mentored six new servers on restaurant policies

VOLUNTEER EXPERIENCE

Tutor — January 20XX-Present
Local Middle School, San Marcos, CA

AFFILIATIONS/MEMBERSHIP

Pi Sigma Alpha, Political Science Honor Society — Fall 20XX- Present

RESUME FORMATS: FUNCTIONAL

Diane Plesanttee

123 56th St. - San Marcos - CA - 90000

(760) 123-1234 - dplesanttee@awebsite.org

OBJECTIVE

To obtain a medical assistant position

EDUCATION

Bachelor of Arts in Liberal Studies — May 2012

California State University San Marcos, CA

Associate of Arts in Medical Assisting — May 2009

Palomar College, San Marcos, CA

Relevant Coursework

Medical Terminology and Anatomy

Clinical Assisting: Patient Care

Medical Insurance

Clinical Assisting: Diagnostic Procedures

RELEVANT SKILLS AND EXPERIENCE

Technical Expertise

- Developed medical skills and efficiency with skills such as: taking patients temperature, recording pulse and respiration level, monitoring blood sugar, assisting in distributing medications, setting up intravenous poles, and urinalysis testing
- Prepared patients for X-rays and physical examinations

Administration

- Recorded daily vital signs in patients medical records
- Operated busy switchboard and fielded calls of all sorts
- Routinely used office equipment including ten key calculator by touch; type 68 WPM accurately

Patient and Family Services

- Communicated effectively with families about patients' daily condition
- Assisted elderly clients in a wide variety of tasks in home settings
- Advocated for patients' rights and needs; referred clients to local agencies for additional support on their specific needs
- Assisted clients in scheduling medical appointments

WORK HISTORY

Medical Assistant Intern	Dr. Yes Family Practice, San Marcos, CA	2008-2010
Receptionist	In An Office, Escondido, CA	2007-2008
Health Assistant	HomeCare Inc., Escondido, CA	2006-2008

SKILLS

Proficient in Microsoft Word, Excel, Outlook

CPR and First Aid Certified

PROFESSIONAL HEADER

CARA HUMANA
1234 University Dr., Vista, CA, 92083
(760) 987-6543
human001@cougars.csusm.edu

PAUL SCIENCE
5858 Street Name | Temecula, CA 92592 | (951) 888-1940 | email@csusm.edu

CALVIN COUGAR
444-555-6666
ccougar@gmail.com
https://www.linkedin.com/in/calvincougar

OPTIONAL: OBJECTIVE OR SUMMARY OF QUALIFICATIONS

OBJECTIVE: Make it specific if included

OBJECTIVE:
Job Title at Name of Company

SUMMARY OF QUALIFICATIONS

MARKETING PROFESSIONAL

More than three years of experience in direct marketing, online marketing, event planning and customer service in international and local markets, supplemented by relevant marketing and graphic design coursework. Extensive knowledge of social media platforms and CRM systems. Bilingual in Spanish and English.

EDUCATION

EDUCATION

Bachelor of Arts in Human Development: Counseling Services Concentration May 20XX
California State University San Marcos

EDUCATION
Bachelor of Arts in Biochemistry December 20XX
California State University San Marcos Overall GPA: 3.303

RELEVANT COURSEWORK

Course 1	Course 2
Course 3	Course 4

EDUCATION:
Bachelor of Science in Business Administration: Finance Option August 20XX
California State University San Marcos San Marcos, CA

- Overall GPA: 3.7
- Dean's List Honors: 5 Semesters

EDUCATION

Master of Arts in Sociological Practice **May 20XX**
Thesis Title: Career Conflicts Affecting Adult Female Victims of Domestic Violence
California State University San Marcos

Bachelor of Arts in Spanish **May 20XX**
San Diego State University, San Diego, CA

EXPERIENCE

EXPERIENCE

Student Help Desk Technician, January 2012 – present

California State University San Marcos

- Provide technical troubleshooting to university students
- Obtain input from technical department to solve student access concerns
- Developed knowledge of audio/video development, email, web browsing, and Microsoft Office software

RELATED EXPERIENCE

Human Resources Intern May 20XX – August 20XX

Becker Webb, Carlsbad, CA

- Maintained accurate and confidential electronic personnel files for a 300 employee biotech company
- Contributed to onboarding process: compiled all new hire packets and verified I-9 work eligibility
- Revised and presented PowerPoint on employee benefits during new hire orientation

ADDITIONAL EXPERIENCE

Hostess January 20XX – Present

The Best Restaurant, San Diego, CA

- Collaborate with co-workers to improve workflow and seat guests quickly in fast-paced environment
- Schedule reservations and address questions in person and via telephone

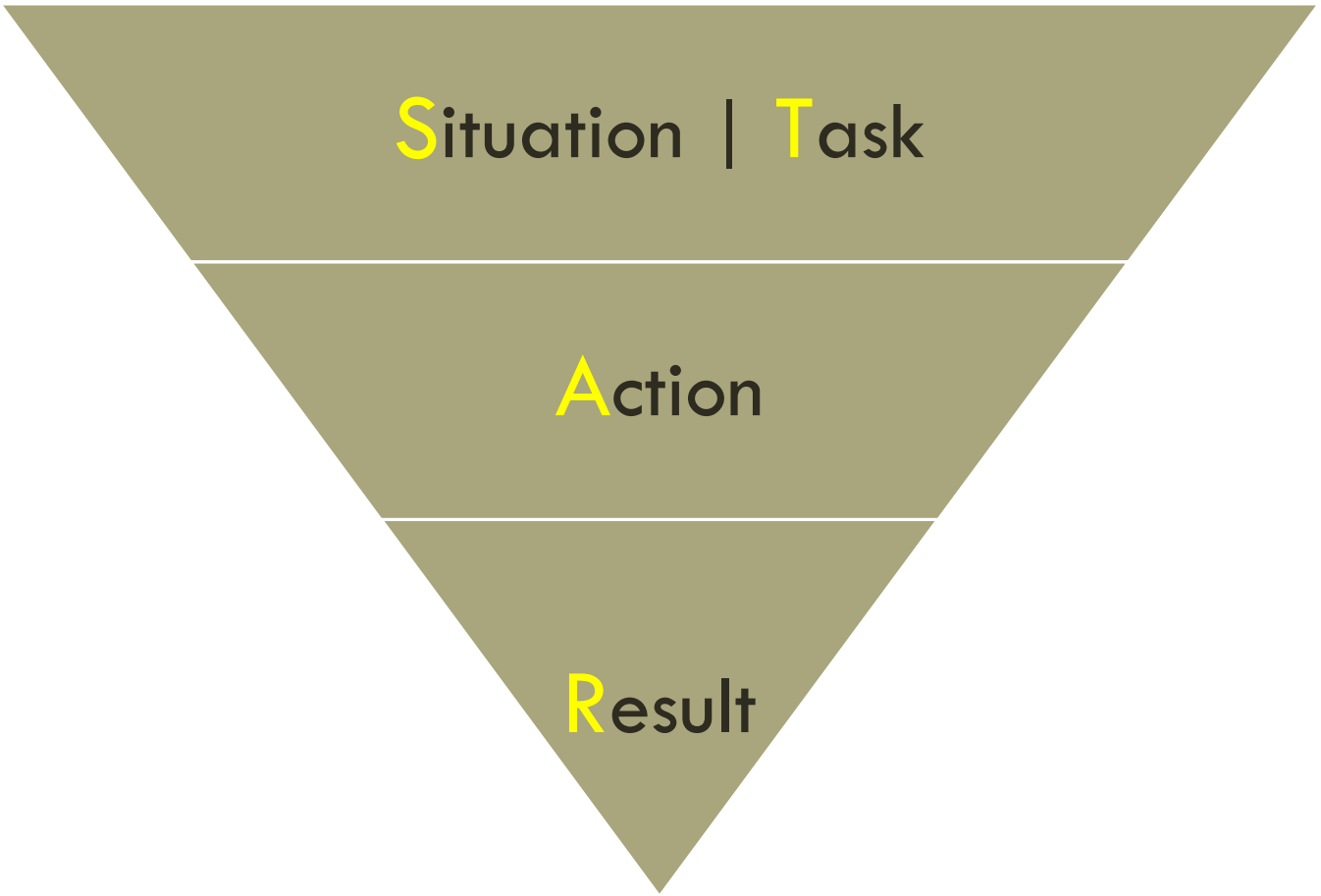
EXPERIENCE

Teacher's Aide: Third Grade August 20XX – June 20XX

Escondido Elementary School Escondido, CA

- Supervised students with disabilities with schoolwork and play, while maintaining positive environment
- Conducted reading and math tutoring sessions; taught multiplication tables to 10 students

"STAR" STATEMENTS



WORK EXPERIENCE: ACTION STATEMENTS WITH & WITHOUT "STAR"

Passive	Active	STAR
Responsible for team meeting.	Coordinated team meetings and activities.	Coordinated team meetings and activities resulting in increased cooperation among departments.
Duties included answering phones.	Answered busy telephones and directed callers to appropriate person.	Answered busy, complicated multi-lined telephone system with 100% accuracy.
Able to provide customer service.	Provide outstanding customer service.	Provide outstanding customer service; awarded Employee of the Month three times in last year.

SKILLS AND OTHER CATEGORIES

SKILLS
Bilingual: Fluent English and Spanish
Cerner Charting, Microsoft Office Suite

TECHNICAL SKILLS
Programming Languages: C, C++, C#, Python, Java, Matlab, HTML
Software: Adobe, Photoshop, Dreamweaver, Illustrator, Microsoft Office

COMPUTER SKILLS
Microsoft Word, Excel, PowerPoint, Quark, Photoshop
Social Media: Twitter, Facebook, Instagram, WordPress

PROFESSIONAL ASSOCIATIONS
American Society of Newspaper Editors
Communication Society, California State University San Marcos

LEADERSHIP & ACTIVITIES

- American Counseling Association, Student Member — 20XX - Present
- California State University San Marcos Tukwut Leadership Circle Program — May 20XX
- Ballet Folklorico Dance Troupe — 20XX – 20XX

WHAT ARE EMPLOYERS SEEKING?

ATTRIBUTE	PERCENTAGE OF RESPONDENTS
Ability to work in a team	78.0%
Problem-solving skills	77.3%
Communication skills (written)	75.0%
Strong work ethic	72.0%
Communication skills (verbal)	70.5%
Leadership	68.9%
Initiative	65.9%
Analytical/quantitative skills	64.4%
Flexibility/adaptability	63.6%
Detail-oriented	62.1%
Interpersonal skills (relates well to others)	58.3%
Technical skills	56.8%
Computer skills	49.2%
Organizational ability	47.7%
Strategic planning skills	37.9%
Friendly/outgoing personality	25.8%
Tactfulness	25.8%
Creativity	21.2%
Entrepreneurial skills/risk-taker	19.7%
Fluency in a foreign language	4.5%

*National Association of Colleges and Employers Job Outlook 2017

Jane Jones

5858 Street Name | San Marcos, CA 92069 | (760) 888-1940 | jjisawesome@gmail.com
www.linkedin.com/in/yourname

OBJECTIVE: A position at your company where I can use my excellent research ability and attention to detail to grow in my career.

EDUCATION

High School Diploma

CALIFORNIA STATE UNIVERSITY, SAN MARCOS — May 2017
BA ENV Studies — Overall GPA: 3.503

RELEVANT COURSEWORK

Environment, Development, and Sustainability — U.S. Environmental Policy
Research Methods — Plants and Society

COMPUTER SKILLS

Research databases such as: Academic Search Premier, CQ Researcher, LexisNexis Academic, ProQuest
Computer Knowledge **THIS IS A TEMPLATE**

RESEARCH EXPERIENCE

California State University San Marcos, Environmental Studies Department — Fall 2016
Faculty: Dr. Be Green
A SURVEY OF SUSTAINABILITY

- Duties included **getting coffee**, cleaning kitchen, and research

WORK EXPERIENCE

Oggi's Pizza and Brewing Company, Temecula, CA — 2015-present
Food Server & Bartender

- Collaborated with team to open new location including: policies and procedures, established and maintained regular clientele and maintained sales goals
- Answered customer questions and provided information regarding the menu
- Worked as part of a team, helping coworkers to improve workflow and customer service

Red Robin, Temecula, CA — 2013-2014
Food Server

- Provided efficient customer service in extremely fast paced environment
- Met customers' needs by processing orders accurately and within limited time frame
- Followed corporate guidelines to ensure sales goals and quotas were maintain and surpassed

LEADERSHIP EXPERIENCE

CSUSM Women's Club Lacrosse Team, San Marcos, CA — **2016-present**
President

- Manage a team
- Responsible for serving as a liaison
- Oversee adherence to CSUSM and Campus Recreation policies
- Provide guidance for club marketing

VOLUNTEER WORK

Tutor — Fall 2014-Present
Local Middle School

AFFILIATIONS/MEMBERSHIP

CSUSM Women's Lacrosse Team — Fall 2015-Present
The Student Conservation Organization — Fall 2016-Present

SAMPLE JOB DESCRIPTION: PUBLIC AFFAIRS INTERN (KATZ & ASSOCIATES)

Katz & Associates is a public affairs and community relations firm, and we are looking for a paid full-time intern to join our corporate office in San Diego. We are looking for an intern who can take initiative; handle multiple tasks and fast-paced projects; meet the demands of several project managers; and get the job done with enthusiasm and a smile! This internship is a great opportunity to learn from some of the industry's leading experts.

Essential Duties and Responsibilities:

Serve as general account support, including community relations, public involvement and strategic communication services.
Assist with special event coordination and staffing, from small tent events to large-scale groundbreaking ceremonies.
Assist with client-related research, media coverage tracking and stakeholder database development.
Draft and proofread news releases, newsletter articles and other client materials as needed.
Assist with general office administrative support.
Candidate is required to work 40 hours per week, Monday through Friday. Assistance at occasional weekend or evening events may be needed.

Skills and Knowledge:

Problem solving
Proofreading
Writing and editing
Initiative
Creativity
Diplomacy
Time management

Experience/Education:

Bachelor's degree in related area preferred
Three months related experience preferred; consulting experience a plus
Proficiency in Microsoft Office (Word, Excel, Outlook, Publisher)
Familiarity with Associated Press Style and standard rules of grammar
Familiarity with government operations and local public agencies and NGOs
Client service concepts

SAMPLE RESUME DESCRIPTION

Public Affairs Intern, Katz & Associates, San Diego, CA, 2017-present

- Provide excellent account support to three senior project managers in areas ranging from community relations, strategic communications, and public involvement
- Draft, review, and provide feedback on news releases and other client material as needed, adhering to Associated Press style and standard rules of grammar
- Research clients through relevant media outlets and track actions and events by recording results in Excel database
- Coordinate annual charitable event for employees: Walk to End Alzheimer's through the Alzheimer's Association by sending out marketing emails to staff, promoting the event on company intranet, and creating posts on official company Instagram and Facebook pages to commemorate the day
- Offer site-level support at the Marine Corps Air Ground Combat Center Twentynine Palms project focused on supporting the Marine Corps' plan for relocating desert tortoises from training areas

STRENGTHS AND RESUME WRITING

Deliberative

People who are especially talented in the Deliberative theme are best described by the serious care they take in making decisions or choices. They anticipate the obstacles.

Analytical

People who are especially talented in the Analytical theme search for reasons and causes. They have the ability to think about all the factors that might affect a situation.

Restorative

People who are especially talented in the Restorative theme are adept at dealing with problems. They are good at figuring out what is wrong and resolving it.

Futuristic

People who are especially talented in the Futuristic theme are inspired by the future and what could be. They inspire others with their visions of the future.

Relator

People who are especially talented in the Relator theme enjoy close relationships with others. They find deep satisfaction in working hard with friends to achieve a goal.

Courtesy of University of Minnesota Duluth's Career Center blog

CAMERON MARTHALER

1234 Fake Road
City, MN 12345

123-456-7890
me@email.com

OBJECTIVE

To obtain the Design Engineer position and begin a long lasting career at Anderson Windows.

EDUCATION

University of Minnesota Duluth UMD
Bachelor of Science in Mechanical Engineering, May 2015, **Major GPA: 3.63/4.00** Overall GPA: 3.56/4.00
Dean's List for Academic Excellence four of seven semesters
Coursework: CAD/CAM, Introduction to **Finite Element Analysis**, Thermodynamics, Machine Design
Computer Experience: **SolidWorks**, **AutoCAD**, Mathematica, Matlab/Simulink, Excel, Powerpoint

CERTIFICATION

SolidWorks CSWA Certification

RELATED EXPERIENCE

Engineering Intern, Bosch Automotive Service Solutions, Owatonna, MN June 2014-August 2014

- Assisted with the design and development of new products from concept designs to prototypes.
- Redesigned existing product to be compatible with new customer equipment.
- Held responsibility for overseeing the prototype delivery and testing of multiple projects.
- Converted over 150 old drawings into new drawings during free time.

Machining Class, UMD, Duluth, MN May 2014-June 2014

- Machined different features on a lathe and mill such as press fits, slip fits, and square edges through proper use of tolerances, datums, and general machining operations.
- Wrote detailed procedures for machining of parts including a final group assembly.
- Adapted machining techniques for different materials including medium carbon steel, aluminum, and brass.

PROJECT

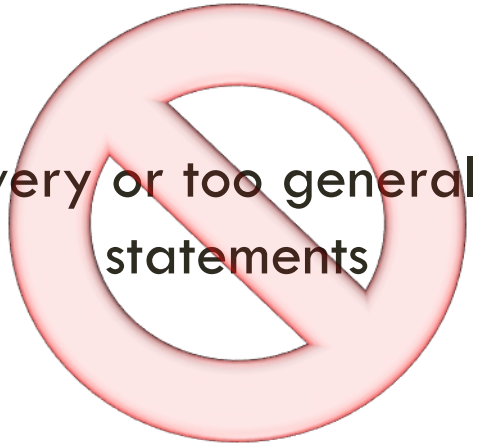
Senior Design Project-Systematic Layout Planning

- Executed Systematic Layout Planning to develop alternative layouts for the current and future manufacturing plant.
- Performed detailed cost-benefit analysis and calculated payback periods for implementation of plant alternatives.
- Collaborated with three other students to meet project requirements and deadlines.
- Presented final project to the Epicurean Plant Manager, the Dean, UMD professors, and classmates.

Press Guard Design, Bosch Automotive Service Solutions, Owatonna, MN June 2014-August 2014

- Designed a guard for hydraulic shop presses with given requirements such as cost, usability, multiple platforms, and the ANSI B11.19 standard.
- Collaborated with another engineering intern to develop a design that met the desired form, fit, and function through research, concept designs, design meetings, and prototypes.
- Exchanged ideas and information with product managers, machinists, manufacturing engineers, and lead engineers.

ADDITIONAL TIPS



Long, flowery or too general objective statements

FINAL TIPS FOR BEATING THE ATS

- DO:
  - Use a sans serif font (Arial, Calibri, etc)
  - Save Word document in compatibility mode (.doc)
    - PDF docs may not be scored in some systems
  - Include months and year for work experience (years only for seasoned professionals)
  - Use symbols you can create on your keyboard (*, +, etc)
- DON'T:
  - Use tables (will be converted to one column)
  - Stuff your resume with keywords (keywords in white text)
  - Use live links (full contact info doesn't always go through)
  - Use text boxes
  - Adopt a functional resume

GUIDELINES COURTESY OF THE RESUME WRITING ACADEMY, HTTP://WWW.RESUMEWRITINGACADEMY.COM/, 2016

TOOLS YOU CAN USE

CSUSM Career Services:

- Send your resume for review via CougarJobs
- Drop-Ins
- Career Counseling appointment

Other resources:

- http://www.resunate.com/
- https://www.jobscan.co/

QUESTIONS?

Heather Starr, Career Counselor
760-750-4897, hstarr@csusm.edu