

CREATING AN EFFECTIVE RÉSUMÉ

WHAT IS A RÉSUMÉ?

It is important to remember that a résumé is a document designed to obtain an **interview** with an employer. A résumé gives you the opportunity to highlight your accomplishments and market yourself as a top candidate for a certain position.

According to an eye-tracking study conducted by TheLadders, employers typically spend only **6 seconds** reviewing a résumé before taking a deeper look. Therefore, it is important that you design your résumé to stand out in a positive way.

CONSIDERATIONS

Below are several tips to write an effective résumé. Please read carefully as you edit yours.

- Avoid using résumé templates; they may not interface well with other platforms.
- Résumés should be one to two pages. Typically, college students and entry-level job seekers have a one-page résumé.
- Use consistent indentation, capitalization, font style, spacing, margins and abbreviations.
- Do not use personal pronouns (I, me, you, etc.)
- Use the job description as a guide to organize and prioritize your thoughts.
- Review and revise your drafts. Ask Career Services staff, faculty, and other people in your network to review your résumé.



FORMAT

Font

Simply put: Résumé font should be readable. Typically, font sizes range from 10 to 14 points.

GO-TO FONTS

Times New Roman
Arial
Calibri

UNIQUE YET PROFESSIONAL FONTS

Book Antiqua
Lucida Bright

Be sure to bold the text in appropriate areas, such as your degree(s) and position(s) held. Consider italicizing other areas of importance, such as awards, certificates, etc.

Header

First and foremost, employers need to know the name of the applicant. In this section, include your first name, last name, email address, and phone number. Feel free to include your mailing address, but know that it is not required. If you are applying to a local company, consider displaying your address so the employer is aware of the geographical connection.

555 Victory Ave.
Sartell, MN 56377

Jackson Delaney ←

(320) 444-4442
jdelaney@gmail.com

Font:
14 pt. Times
New Roman

*You have the option to add your LinkedIn address in this section as well. This allows employers to view a full version of your portfolio.

Objective (optional)

An objective statement details what you hope to accomplish during your job or internship search. Be as detailed as possible with your objective statement, listing the specific position and organization to which you are applying.

OBJECTIVE: Obtain a full-time, summer accounting internship with CliftonLarsonAllen to practice classroom concepts and enhance professional skills.

Education

As a student or recent graduate, highlight your education and academic accomplishments at the top of your résumé. Follow the format below to detail your post-secondary experience.

*Optional items: Study abroad, GPA (only if it is above 3.0), academic scholarships, and achievements and work experience during college.

EDUCATION:
Bachelor of Arts in Accounting

May 2018
Minor in Finance
Carthage College, Kenosha WI
GPA: 3.4
Dean's List three consecutive semesters
Work 30 hours per week while attending



Related Experience

List all experience in reverse chronological order. To attract recruiters, use the job description to incorporate key words into your résumé. Focus on your transferable skills and how they relate to the position. If you are currently working in a position, use present tense. If the position is in the past, use past tense. *Be sure to spell-check!*

RELATED EXPERIENCE:

Office Assistant

May 2016 – Present

Carthage College Admissions

- Use organizational skills to schedule staff member meetings, distribute mailings, and forward emails
- Practice customer service by greeting prospective students and their families, staff, faculty, and community members to positively represent the Carthage campus
- Enhance technical skills by updating student data using Microsoft Excel and Office

Volunteer Experience / Community Involvement

According to MovingWorlds.org, approximately “76% of career advisers agree that candidates with volunteer experience on their résumé are more likely to get their preferred job.” Beyond enhancing your skill set, volunteering can improve your problem-solving skills, increase your social and professional network, and provide an opportunity to self-assess.

VOLUNTEER EXPERIENCE:

College Possible FAFSA Volunteer

January 2016 – January 2017

Carthage College

- Guided students and their families with the FAFSA to confirm the application was completed accurately and any questions were answered
- Articulated FAFSA changes to make students and families aware of the influence on their applications and student aid

Additional Information

If there is room on your résumé, feel free to include this additional information.

- Language skills: Are you fluent in multiple languages? Which ones?
- Professional memberships and leadership positions: Have you attended any conferences/workshops/seminars? What were they? Where were they located?
- Certificates or licenses: Are you certified in first aid, CPR, water safety, etc.?
- Computer or technical skills: Do you know how to use any software that pertains to the position? How proficient are you with each program?
- Class presentations/projects: Have you presented on a topic that is important to the company?
- Military experience: Have you served in the military? If so, list the branch, your position, and any special training or education.

DIVISION OF NATURAL AND SOCIAL SCIENCES SAMPLE RÉSUMÉ

Christine Carthage
555 Victory Ave, Sartell, MN 56377
(815)-888-9900 | ccarthage@carthage.edu

Objective: Seeking a Junior Researcher position at Mayo Clinic to apply academic training in biology, diverse field experience, commitment to exceed expectations and passion to impact patient lives.

Education: Bachelor of Arts in Biology May 2016
Carthage College – Kenosha, WI
Minor: Chemistry
GPA: 3.95/4.0
Dean’s List – All-College Academic Honors

Developmental Internships:

Milwaukee Area Health Education Center – Community Health Intern May 2015 – August 2015
Greenfield Health Department – Greenfield, WI

- Collaborated with public health registered nurses in immunization and blood pressure clinics
- Implemented a new community health improvement plan focused on injury, violence, chronic disease, nutrition, physical activity, and mental health

Rehabilitation Services – Therapy Technician May 2013 – August 2013
Freeport Health Network – Freeport, IL

- Assisted physical therapists, occupational therapists, chiropractors, and orthopedic physicians in an outpatient therapy facility to ensure safe and hospitable care to patients recovering from a variety of ailments, injuries, and post-surgical procedures
- Used organizational skills to schedule patient visits, assemble patient charts, manage patient discharges, triage phone calls, arrange therapy equipment, and aid providers in movement of immobilized patients

Hospital Laboratory Specimen Analysis Intern May 2012 – August 2012
Monroe Clinic and Hospital – Monroe, WI

- Processed specimens, observed phlebotomy techniques and microbiology plating, conducted urine and rapid strep testing, checked in outpatients, assisted in projects to improve ER turnaround time, triaged phone calls
- Cooperated with phlebotomists, lab technician assistants, lab technologists, and pathologists to ensure the best possible patient care

Global Experience: **Nicaragua Medical Mission** January 2013

- On Carthage College study tour, connected with remote villagers (ages 6 months to 85 years) of Ometepe Island, Nicaragua, in health care clinics. Services included kidney and respiratory exams, injections, blood pressure, cleaning infections and wounds, shadowing doctors, and maintaining supply levels of pharmacy

Work Experience: **College Nurse Receptionist and Assistant** September 2011 – Present
Mary Dumas, RN-C – Kenosha, WI

- Restock supplies, file charts, sterilize equipment, organize patient insurance, as well as perform receptionist and check-in duties

Volunteer Activity: **Aurora Health Center – Emergency Department** January 2011

- Assisted in patient care, restocked and cleaned rooms, greeted patients and their families

Activities / Honors: Grace C. Staber Endowment Scholarship recipient, Lincoln Scholarship candidate, Alpha Lambda Delta Honors Fraternity, Tri-Beta biology fraternity, Theta Chi Delta chemistry fraternity, Biology Fellow, Pre-Health Club (secretary), Carthage World Relief (secretary), TORCH

DIVISION OF PROFESSIONAL STUDIES SAMPLE RÉSUMÉ

Lisa M. Kenosha
630.664.7384 | lkenosha@carthage.edu

Education:

Bachelor of Arts in Management

May 2017

Carthage College – Kenosha, WI

Minor: Psychology

GPA: 3.7/4.0

Dean's List, Fall 2005 – Spring 2007

Developmental Internship Experience:

Private Brands Purchasing Intern

May 2015 – August 2015

Walgreens Corporate – Milwaukee, WI

Fortune 50 Retail Company

- Gathered data for weekly ad shadowing reports of Walgreens private brand items versus national brand items, and distributed to 5,000+ stores nationwide
- Maintained database of vendors' Good Manufacturing Practice audits and records of vendors' annual compliance for private brand items
- Provided recommendations for new product packaging and national advertisements so private label could compete with national brand items

Product Development Intern

May 2014 – August 2014

Discover Financial Services – Riverwoods, IL

Fortune 500 Credit Card Company

- Created templates highlighting definitions of interoffice terminology and general product policy
- Developed and supported debit rewards platform by participating in team brainstorming sessions to determine dynamic program title and marketing of compelling value proposition to customer base
- Implemented product documentation library and took lead project role in redesign of Discover Network website

Work Experience:

Customer Service Representative

December 2012 – March 2013

The UPS Store – Aurora, IL

- Provided high-end customer service to UPS clients to enhance customer satisfaction ratings
- Used organizational skills and accounting knowledge to balance nightly cash drawer of over 100 customer transactions
- Practiced leadership skills to train new hires on UPS database software and troubleshooting

Professional Development:

President, Students in Free Enterprise

Alpha Lambda Delta

VP of HR, Pi Sigma Epsilon

Flame Leadership Program

DIVISION OF ARTS AND HUMANITIES SAMPLE RÉSUMÉ

Brian Bothun

811 North Hennepin Ave, Minneapolis, MN 55411
888-867-5309 | bbothun@carthage.edu

EDUCATION **Bachelor of Arts in Political Science and Economics** May 2017
Carthage College – Kenosha, WI
GPA: 3.5/4.0
Honors: Dean’s List and Honors Program

CAMPUS LEADERSHIP EXPERIENCE

Resident Assistant, Carthage College Residence Life Fall 2014-May 2017

- Promoted a sense of community among residents by designing effective programming and asking for resident feedback after each community event via emailed surveys
- Conducted two leadership workshops in Fall 2014 related to teamwork and Resident Assistant leadership on a men’s floor
- Practiced conflict resolution skills to mitigate encounters within the floor community and enforce college policies and procedures; contacted upper-level management and campus security when appropriate
- Mentored and advised residents on issues of personal and educational concern to provide a holistic resource

Admissions Ambassador, Carthage College Office of Admissions Fall 2014-May 2017

- Led presentation and large group facilitation of best practices, educating future scholars on how to succeed at Carthage during a yearly scholarship competition at the request of the Vice President
- Worked with families and prospective students who were interested in attending the college
- Train fellow ambassadors how best to relate with families and students

Vice President, Carthage College Student Government May 2015-May 2016

- Developed leadership programming to increase organizational involvement in governmental policies
- Maintained strong working relationships with the Carthage Board of Trustees and administration to further understand the policies and procedures of higher education and become a reliable liaison for the student body
- Redesigned committee structure to create greater growth and activity within Student Government

Treasurer, Carthage College Student Government May 2014-May 2015

- Monitored a budget of over \$350,000 on behalf of the Carthage student population’s goals
- Developed and implemented programs to cut over \$70,000 from student budget requests
- Worked with student organizations to allocate fund for operational functions

PROFESSIONAL PRESENTATIONS & AWARDS

- **“Mission and Motivation: Carthage Student Government Year in Review”** May 2013, 2016
College Board of Trustees
- **Most Enthusiastic Brother of the Year** May 2016
Carthage Chapter, Delta Upsilon Fraternity
- **Motivational Presentation** February 2014, 2015
Lincoln Scholarship Competition