

RESUME BASICS

What Is A Resume?

The purpose of a resume is to summarize your QUALITIES and EXPERIENCES most relevant to the position you are applying for. Oftentimes, your resume is the FIRST and ONLY impression an employer will have of you and may determine whether or not you will be selected for an interview. Since a resume is a primary tool in your job search, it must be carefully written, critiqued, and periodically updated. This guide will help you to create an effective resume.

A RESUME SHOULD:

- ❖ Be 100% honest.
- ❖ Present your most important data first.
- ❖ Be consistent.
- ❖ Be brief, concise, and easy to read.
- ❖ Avoid personal pronouns (“I,” “me”).
- ❖ Be free of grammatical and spelling errors.
- ❖ Be one-page (may vary based on education/experience/industry standards).
- ❖ Use complete sentences without being wordy.
- ❖ Use easy-to-read fonts such as Ariel or Times New Roman, 10.5 to 12-point font.

FORMAT TYPE

There are three basic resume styles:

- **Chronological**
 - Most commonly used format
 - Best for individuals with a work history of directly related work experience.
- **Functional**
 - Emphasizes skills, knowledge, and experience.
 - Best for individuals with little work experience but adequate school or other experience.
- **Combination**
 - Organizes your most relevant experience into skill areas.
 - Can be more than 1-page long.
 - Best for changing careers, gaps in employment, or little to no work experience.

RESUME CONTENT

PERSONAL INFORMATION

- ❖ Name, telephone number, email, city/state you currently reside.
 - No other personal information should be included.

EDUCATION

- ❖ Include name of institution, major, minor, city/state, and date, or estimated date, of graduation.
- ❖ You may include relevant courses, and/or special training

SKILLS: Include “soft skills” (communication, interpersonal skills, etc), and “hard skills” (computer skills, mechanical skills, etc.)

RELEVANT EXPERIENCE

- ❖ Describe the most recent work experience first (for Chronological, going backwards).
- ❖ Include job title, company name, city/state, and dates of employment.
- ❖ Include both paid and unpaid experiences.
- ❖ Provide details about your experience in bullet points, and as it relates to the job you are applying for.
- ❖ Use strong descriptive action verbs to describe your responsibilities and accomplishments (see page 4 for examples).

TIPS

- ★ Utilize STAR Method: Situation, Task, Action, Result. This may be helpful when formatting bullet points for job experience.
- ★ Consider adding quantitative details/data to highlight accomplishments.
 - Ex: “Drove 50% sales increase in shoe department by ensuring clean, shoppable aisles.”

OTHER HEADINGS

You may also choose to use headings that show specific experiences, such as:

- ❖ Leadership
- ❖ Community Service/Involvement
- ❖ Athletics
- ❖ Internships
- ❖ Volunteer Experience

Resume DO'S and DON'Ts

- **DO** use platforms like Microsoft Word or Google Docs to create your resume.
- **DON'T** use generic templates.
- **DO** have a list of professional references ready to share with employers when asked.
- **DON'T** put “References upon request” on your resume.

RESUME CHECKLIST

- My resume is clear, concise, and makes a positive impression in 20 seconds or less.
- My resume is free of spelling, grammatical, and punctuation errors.
- My resume is one page (in most cases).
- My resume summarizes skills and experience that match employer requirements.
- My resume uses strong action verbs.
- My resume is organized and easy to read.
- My resume uses type font Ariel, Century, Calibri, or Times New Roman.
- My resume has been proofread by at least one other set of eyes for errors.*

*Visit Career Services for assistance

LIST OF ACTION VERBS*

Communication Skills

addressed
collaborated
composed
consulted
developed
directed
edited
enlisted
formulated
Incorporated
moderated
negotiated
outlined
participated
presented
reported
resolved
synthesized
translated

Creative Skills

conceptualized
designed
directed
Integrated
invented
modified
performed
shaped

Data Skills

analyzed
balanced
calculated
forecasted
marketed
projected
researched

Helping Skills

Advocated
contributed
educated
ensured
facilitated
guided
insured
provided
referred
rehabilitated
presented
resolved
supported

Management/Leadership Skills

Administered
appointed
assigned
authorized
coordinated
developed
generated
initiated
organized
oversaw
presided
prioritized
produced
strengthened

Organization/Detail Skills

arranged
classified
compiled
distributed
generated
implemented
incorporated
inspected
maintained
monitored

operated
organized
processed
registered
systematized
validated
verified

Research Skills

analyzed
compared
critiqued
determined
diagnosed
evaluated
examined
Extracted
formulated
Identified
inspected
interpreted
interviewed
Investigated
located
measured

Technical Skills

adapted
assembled
calculated
computed
converted
designed
developed
engineered
programmed
regulated
remodeled

*Search online for other useful verbs

CHRONOLOGICAL STYLE SAMPLE

Travis Swelce

Sacramento, CA. 95818 | 916-555-5555 | bartholomewmann@email.com

EDUCATION

Harvard University, Bachelors of Arts of Public Policy

Graduated: 1993

Bunker Hill Community College, Associate in Arts in Cognitive Science

Expected Graduation: May 2025

SKILLS

- Three years of extensive legal knowledge and experience
- Experience in policy analysis, including the development and implementation of effective policies.
- Proven ability to design and conduct research projects
- Strong collaboration skills with diverse teams

RELEVANT EXPERIENCE*Policy Analyst*, Policy Place, Boston, Mass.

June 2004-May 2014

- Conducted in-depth policy analysis, provided insights and recommendations for effective decision-making
- Collaborated with interdisciplinary teams to develop and implement policies that address complex issues
- Developed reports, briefs, and white papers on various domestic and foreign policy matters

Research Analyst, Research "R" US, Boston, Mass.

August 1999-January 2004

- Designed and conducted research projects, collected and analyzed data to inform policy recommendations
- Produced comprehensive reports and presentations, contributed to evidence-based policymaking
- Identified emerging trends and developments in relevant policy areas

Paralegal, Mike and Ike's Law Assoc., Springfield, Mass.

June 1995-Sept. 1998

- Assisted legal professionals in case preparation, documented drafting, and legal research
- Oversaw case files, organized documents, and ensured compliance with legal procedures

FUNCTIONAL STYLE SAMPLE

John Cena

916-555-0000 | Sacramento CA., 95816 | anyemail@acARRIER.com

EDUCATION

Sierra College, Early Childhood Education

Estimated Graduation: May 2026

Relevant Coursework: ENGWR 300: College Composition, COMDE 300: Leadership Skills and Development, PSYC 300: General Principles

SKILLS

Leadership

- Led a cohort of 30 high school students as a student coach, fostered a positive and collaborative team environment
- Oversaw 2 winning seasons after being granted sole leadership
- Provided emotional and professional support resources to members of team

Clerical

- Cataloged & shelved library materials using Dewey Decimal System
- Drafted and distributed fliers/email notifications pertaining to community events
- Organized records of correspondence through a variety of mediums

Personal

- Strong written and oral communicator with proven ability to work with diverse groups
- Effective at balancing time management and working independently
- Driven to create positive customer and patron experience in educational institutions

EXPERIENCE

- *Student Assistant*, Sacramento Public Library, Sacramento, CA. 2015-2020
- *Student Coach*, Sacramento High School, Sacramento, CA. 2018-2020

COMBINATION STYLE SAMPLE

Jo Momma

916-916-9166 | mommaj@email.com

OBJECTIVE

To celebrate diversity, nurture personal growth, and inspire academic and economic leadership for all Los Rios Community College District (LRCCD) students.

EDUCATION

- Associate of Arts, Photography, Sacramento City College (SCC), LRCCD Pending
 - Bachelors of Arts, Ethnic Studies, California State University, Sacramento Spring 2014*
 - Associates of Arts, Social Science, Sacramento City College (SCC), LRCCD Spring 2000*
 - Student Commencement Speaker
 - Associates of Arts, Business, American River College (ARC), LRCCD Spring 1993*
- *Graduation Honors: CSUS 3.67 GPA, SCC 3.43 GPA, ARC 3.01 GPA

SKILLS

- Customer Service: Clear communication, attention to details and networking with sincerity.
- Event Planning: Coordinate, facilitate, and evaluate student and community programs, workshops and activities.
- Marketing Communications: Design bulletins, fliers, newsletters, brochures, press releases, and websites. Collaborate with diverse students, staff and community members.
- Fundraising: Organize and assist non-profit fundraising activities in Sacramento communities.
- Budgets and Analytics: Computed multiple budgets and accounting systems as well as generate program reporting.
- Platforms: Hardware: MAC, PC; Software: MSOffice 2016, Adobe CC 2018, PeopleSoft CS, OnBase, Alfresco. Social Media: Facebook, Twitter, Snapchat, Skype, WordPress, and LinkedIn.

PROFESSIONAL EXPERIENCE - SACRAMENTO CITY COLLEGE

- *Student / Assistant - Internship Developer, Career Center* 2016-current
- *Student Personnel Assistant - Counseling, International Student Center* 2011-2016
- *Student Personnel Assistant - Cultural Awareness Center (CAC)* 2005-2016
- *Student Affairs Specialist, Student Leadership & Development (Interim)* 2004-2005
- *Student Personnel Assistant - Cultural Awareness Center (CAC)* 1996-2004
- *Counseling Clerk I, Counseling Services* 1994-1996

LEADERSHIP

- CA Community Colleges Classified Senate (4CS): President, 2007-2009; Emeritus, 2009-current
- Community College League of California (CCLC): Director, 2005-2010; 2nd Vice President, 2006-2007-2009; Advisory Committee on Legislation (ACL): Member, 2009-2012
- LRCCD: Leadership Day Co-Chair, 2004; Committee Member, 2000-2001, 2007
- SCC Classified Senate: President, 2006-2007, 2013-2014
- SCC Native American Faculty & Staff Association: Co-Chair, 2009-current
- SCC Programs: ESTEEM, Preview Night, High School Outreach Conference, Senior Saturday: 1994-current
- Portuguese Historical & Cultural Society (PHCS): Member, 1995-current; Director, 2009-current
- IDES Co. #3, Sacramento: President, 1997-1999 and 2007-2008; Director, 1999-current
- Girl Scouts of America: Leader, 1989-1999; Member, current
- Martin Luther King Parade Committee, Member, 1998-2005

HONORS, AWARDS & TRAINING

- SCC - Community Leader Award, 2019
- 4CS - Outstanding Service Award, 2015
- 4CS - Excellence Award, 2015
- AT&T - Telephone Book, Cover Photographer, 2009
- SCC - Associated Student Government, Humanitarian Efforts in Society, 2008
- 4CS - Above and Beyond, 2007
- LRCCD - Interest-Based Approach Training (IBA), 2007
- LRCCD - Classified Leadership Academy (CLA), 2006
- SCC - Outstanding Woman Student Award, 2006
- LRCCD - Classified Leadership Academy, 2005
- SCC - Celebration of Excellence Award, 2003
- SCC - Apple Award, 1999

Resume Template

Name: _____

Phone: _____

Email: _____

City/State: _____

EDUCATIONAL HISTORY

School attended: _____

School attended: _____

Type of Degree: _____

Type of Degree: _____

Graduation/Expected Graduation
Date: _____

Graduation/Expected Graduation
Date: _____

Relevant
Courses: _____

Relevant
Courses: _____

SKILLS/QUALIFICATIONS

RELEVANT EXPERIENCE

Position: _____

Employer: _____

City/State: _____

Dates: _____

Duties Performed:

Position: _____

Employer: _____

City/State: _____

Dates: _____

Duties Performed:
