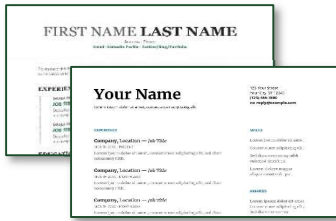


# Career Management Center

## Resume Quick Guide

### ✓ TIP 1: Start from a blank document; no templates!



You may be tempted to use a template since much of the formatting work is done for you. You simply need to plug in your own information into the document and, *voilà!*, instant resume.

However, templates have a few problems:

- × They are not unique.
- × They are difficult to reformat.
- × They are not tailored for *your* goals. A resume template may not include all the sections or be in the order that best reflects your unique experience. Consider using one of the CMC's 15+ resume samples as a model for formatting and style!

### ✓ TIP 2: Build a strong Professional Profile highlighting your most compelling, relevant qualifications.

Rather than an objective statement, use the first portion of your resume to sell your reader on how you can benefit *them*, by summarizing how you are qualified for the role. To create a strong profile, consider how your skills and background relate to the position. Identify 4-6 bullets that illustrate how you match the qualifications the position requires. **Show your reader *how* you used a particular skill or achieved something, don't just list your strengths.**

Consider the difference between these two profiles, both for the same person:

#### PROFILE

- Customer service
- Teamwork
- Leadership
- Communication
- Business

#### MANAGEMENT TRAINING INTERN PROFILE

- Extensive customer service and cash handling gained from two years of food service and retail positions
- Ability to lead a team by analyzing individual strengths and motivating team members enhanced in Team Captain role and Elementary Student Mentor volunteer position
- Skilled in Microsoft Word, PowerPoint, Excel and experience applying skills in business coursework



Providing evidence that illustrates how you've successfully used a skill makes for a stronger profile and helps your reader envision how you would employ those same skills in a new role.

### ✓ TIP 3: Include your CSU education first in your education section, and list it correctly.



**Bachelor of Science, Business Administration**  
Concentrations in Finance and Marketing  
Colorado State University (CSU), Fort Collins, CO

Expected Graduation MM/20YY  
GPA 3.5

\* Students pursuing public accounting careers have unique education section components. See the [Public Accounting Sample Resume](#) as a guide.

### ✓ TIP 4: Items within each section should be listed in reverse chronological order (most recent / present experiences first).

Consider creating a "Related Experience" section, which would allow you to combine relevant experiences from multiple areas of your resume (e.g., internships, volunteering, projects, etc.) into one, highly targeted section!

### ✓ TIP 5: Include basic details of all employment / internships such as your job title, company name, location (city and state), and dates of employment (Month Year—Month Year / Present).

**💡 Helpful Hint: Limited Work Experience**  
Haven't had a formal job yet? That's okay! Try to think about experience more broadly than just as paid, formal work. Maybe you worked odd-jobs in your community—that's experience! Maybe you helped with a family business, volunteered, were a student athlete—that's *all* experience! Paid or unpaid, whatever experiences you've had that allowed you to demonstrate or hone skills and knowledge, that is the kind of content you can include on your resume.

✓ TIP 6: Describe your work using bulleted statements that showcase your skills and accomplishments.



Beyond listing the basics of your work experiences, describe what you did in each role. You'll do this by writing bulleted statements (2-6 per experience). To start, generate a list of your duties, as well as moments of pride. From there, see how you can **transform your list into persuasive and descriptive statements, showcasing your relevant skills and accomplishments.** A "formula" you can reference to help you craft strong bullet statements is:

Action Verb + Task / Skill + Result / Purpose

Using this formula can help you migrate simple statements like "operated a cash register" or "provided customer service", to:

- Managed daily reporting for a busy department store to ensure adherence to procedure for accurate handling of funds
- Outperformed monthly quota for warranty sales 11 out of 12 months
- Communicated promotions and answered all questions for customers to secure return visits

**Focus on what you uniquely brought to the role, based on your skill set. Think about what you accomplished and how you achieved those outcomes.** When possible, quantify information to help illustrate your impact and abilities. As you're writing, remember to omit first-person pronouns (e.g., I, me), vary your word choice, and be specific!

✓ TIP 7: Round out your resume by incorporating additional experiences and sections.

You've probably done a lot, in addition to school and work—and those extracurricular experiences can also be included on your resume! Provide context and details here, as it makes sense, just as you've done in your experience section and bullet statements. Possible other section headers and content you might include on your resume are:

- Relevant Coursework
- Involvement
- Leadership
- Volunteer Experience
- Honors / Awards
- Projects / Case Competitions
- Technical / Software Skills
- Collegiate Athletics
- Scholarships
- Presentations / Conferences
- Certifications / Training
- Professional Associations

✓ TIP 8: Do not include references' information or "References Available Upon Request".

✓ TIP 9: Limit your resume to a single page, especially as an undergrad – keep it concise!

✓ TIP 10: Target your application materials.

Resumes are self-marketing tools; they market the product (*YOU!*) to the target audience (*the role / organization you're seeking*). **You must know your audience and customize your resume to your reader to be effective.** To help you understand the required qualifications, what keywords to infuse, and which experiences and knowledge to focus on:

Read the position description

Research the company

Conduct prototype conversations

Target your resume toward your goal by only including the most relevant information. This may mean omitting parts of your background. This may mean creating multiple versions of your resume. **And this *definitely* means reviewing your resume and making updates, rearranging sections, and/or modifying language and keywords before applying to each and every position!** Tailoring your document will yield greater response rates and help with overall success!

Standard Formatting Tips	Margins	Font Size	Font Styles (common options)				
	0.5–1.0-inch on all sides	Name: 20–26-pt Headers: 12–14-pt Body: 11–12-pt	Arial	Cambria	Garamond	Trebuchet	
			Bookman Old Style	Century Gothic	Georgia	Verdana	
			Calibri Light	Century Schoolbook	Tahoma	Comic Sans (kidding!)	