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# RESUMES

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## **career-advising.ndsu.edu**

306 Ceres Hall | 701-231-7111 | [ndsu.cac@ndsu.edu](mailto:ndsu.cac@ndsu.edu)

Drop into our physical studio (Ceres Hall 310), or our zoom studio [career-advising.ndsu.edu](https://career-advising.ndsu.edu) | Monday – Friday, 10 a.m. – 4 p.m.  
If an appointment is desired, one can be made in Navigate through 'Career Services.'

### **Services include:**

- Academic advising
- Career and major exploration
- Resume and cover letter review
- Interview preparation
- Job/Internship board
- Internship Program
- Career fairs and expos
- LinkedIn profile assistance
- Navigating job offers
- Graduate school preparation
- Career Closet

*Career services are available to all undergraduate and graduate students, as well as alumni.*

# RESUMES

Definition: A brief account of one's experience and qualifications for the purpose of securing an interview.

## RESUME ESSENTIALS

- **Focus**

The resume should be able to stand alone without a cover letter. The reader should be able to immediately recognize the purpose of the resume.

- **Qualifications that match the job**

Identify skills, core attributes, experiences, etc. that show your value to the reader – tell the employer what you can do for them.

- **Action Verb + Skill + Task = Result**

Use this formula for writing bulleted phrases that define your work experience.

- **Balance**

Document must look aesthetically appealing

1-2 pages, only if second page is full

Font size: 10-12 pt. Font styles: Calibri, Times New Roman, Arial

Must be scanned in 15 seconds or less

Avoid using templates such as Microsoft Word - they are difficult to edit

References on a separate page and not included in the resume.

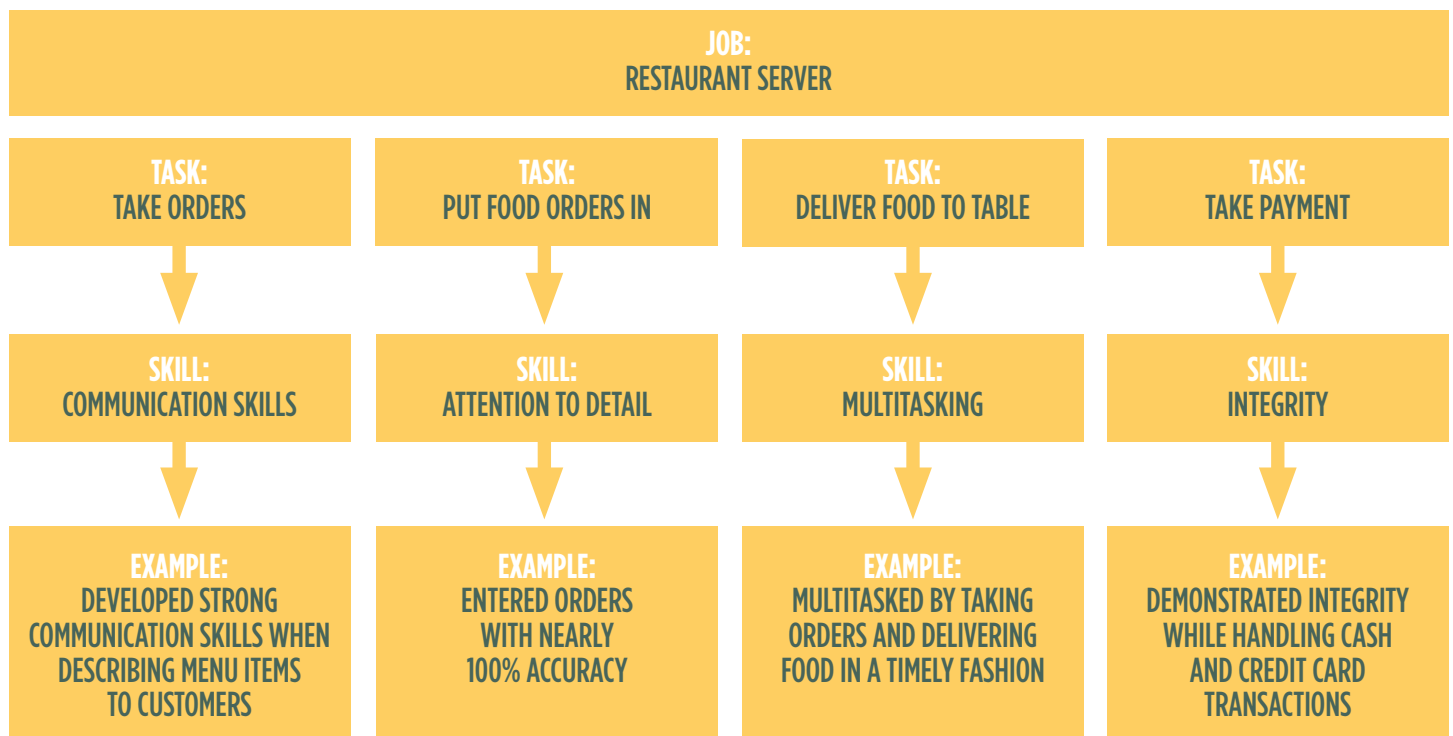
- **Error-free**

## DEVELOPING STRONG BULLET POINTS

### Map it out

Do not think about a job or experience based solely on what you did, but more importantly on the measurable impact you made. Employers will be evaluating you based on what you can do for his/her company; your past experiences are meant to determine whether or not your contribution will be positive.

Select the skills you have that will be the most meaningful for the job you are investigating. Do not get trapped into simply explaining your qualifications by what you did for your past employer.



## RESUME TIPS

- Focus on relevant skills and experiences, as well as transferable skills
- Tailor each resume for the position you are applying for and match language used in a position description
- Less is more – avoid using lots of bold, underlined words and/or fancy fonts
- Use white space to indicate when each topic ends
- Create margins between .5" and 1" wide
- Be concise
- Use PDF format when uploading or emailing documents to employers to retain fonts and formatting
- Follow the application instructions
- Be honest
- Remember your social media or online digital image is part of your resume; many employers check Facebook and other social media sites
- **Course Work**  
If you have taken a class or classes that help you meet the minimum employment qualifications, which can't be met otherwise, then list those classes on your resume
- **Class Projects**  
Only include class projects that help satisfy minimum employment qualifications for an internship or job; be selective
- **High School Activities and Honors**  
After freshman year in college, high school activities and honors are no longer relevant and should not be listed on resume

## ACTION VERBS AND ADVERBS

Quick reference for writing bulleted statements

- **Action Verb + Skill + Task = Result**  
(Quantify when possible)

Example: Effectively demonstrated (AV) communication skills (S) by taking customer orders (T), resulting in 98% accuracy (R)

TASK ASSOCIATED WITH YOUR JOB/EXPERIENCE	SKILL(S) PERTAINING TO TASK	EXAMPLE: ACTION VERB + SKILL + TASK = RESULT

ACTION VERBS	Coordinate	Develop	Generate	Maintain	Produce	ADVERBS
Accomplish	Communicate	Display	Hone	Manage	Provide	Accurately
Achieve	Construct	Document	Illustrate	Master	Select	Creatively
Administer	Contribute	Enhance	Implement	Operate	Supervise	Effectively
Apply	Create	Execute	Initiate	Optimize	Utilize	Efficiently
Assist	Delegate	Facilitate	Improve	Organize	Upgrade	Successfully
Attain	Demonstrate	Formulate	Lead	Perform	Work	
Calculate	Design	Gain	Leverage	Present	Write	

Note: Make sure when using action verbs in your bullet points you are using the past or present verb tense.

# BILL E. BISON

123 Great Plains Court • Badlands, ND 58112 • 701.555.XXXX • First.Last@ndsu.edu

## OBJECTIVE

To obtain a part-time job with the NDSU Bookstore for the fall 20XX semester

## EDUCATION

### North Dakota State University

Bachelor of Science degree in Marketing, Minor: English

GPA: 3.3/4.0, Dean's List (one semester)

Fargo, ND

Anticipated Graduation May 20XX

## EXPERIENCE

### Two Stones Bison Ranch

Farm Hand/Laborer

Thompson, ND

March 20XX – Present

- Successfully plan meals and activities for 80 participants during annual branding weekend
- Demonstrate adaptability by assisting with various daily tasks on the ranch including: feeding, branding, tagging the herd, and general upkeep of facilities and machinery
- Maintain ranch ledger and assist with payments and accounts receivable ensuring 100% on-time payments

## LEADERSHIP AND INVOLVEMENT

### NDSU Residence Hall Government

Floor Representative, Reed Hall

Fargo, ND

Aug. 20XX – Present

- Develop presentation and verbal communication skills by facilitating floor meetings and educational workshops to ensure all constituents' voices are heard at hall-wide meetings
- Enhance personal leadership skills by attending the University President's Student Leadership Camp

### Nokomis Childcare Center

Volunteer

Fargo, ND

Aug. 20XX – June 20XX

- Energetically read to 17 toddlers for 2 hours per week during the academic year
- Organized Read-A-Thon book donation/redistribution event involving four local elementary schools

### Red River High School Student Council

Senior Class President

Badlands, ND

May 20XX – May 20XX

- Represented 300+ students during meetings with school administrators and by collaborating with community partners to facilitate events such as donation drives and pep rallies
- Demonstrated organizational skills by chairing a 13-member prom planning committee

## RECOGNITION AND HONORS

### Badlands Kiwanis Book Scholarship

- Awarded for efforts to improve toddler literacy

May 20XX

### Red River High School Student of the Year

- Selected by peers for outstanding support and dedication to student body

June 20XX

## COMPUTER PROFICIENCY

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook

# JENNIFER SMITH

5555 Alexander Way, Fargo, ND 58103 • 555-123-XXXX • First.Last@ndsu.edu

## OBJECTIVE

To obtain a full-time Electrical Engineer position at Vei Global engineering

## EDUCATION

**BS Electrical Engineering**, North Dakota State University, Fargo, ND, May 20XX

- Passed the Fundamentals of Engineering (FE) exam
- Finishing degree from an ABET-accredited program
- Authorized to work permanently in the U.S.

## EXPERIENCE

May 20XX – Nov 20XX

**Systems Engineering Intern**, John Deere Electronic Solutions, Fargo, ND

- Expertly benchmarked 15 control units to find improvement opportunities in current controllers used in gas engines, transmissions, power distribution systems and implement controls
- Calculated reliability data for safety in eight new products subjected to severe heat, extreme cold, harsh chemical vapors and direct exposure to water, dirt, dust and rock
- Partnered with technicians to recommend design alterations boosting reliability rate by 7%

Oct 20XX – May 20XX

**Electronic Design Engineering Intern**, Moore Engineering, West Fargo, ND

*Employee-owned civil and environmental engineering company completing more than 21K projects in the region*

- Supported 3rd party developers and start-up firms by providing technical support and direction
- Utilized innovative problem solving to devise courses of action for development of new techniques to refashion existing processes increasing efficiency by 12%
- Performed bench testing to determine circuit faults, identified types of faults, explored root causes and prepared reports concerning future direction of projects

May 20XX – Aug 20XX

**Electronic Engineering Intern**, Great River Energy, Park Rapids, MN

*Not-for-profit electrical cooperative serving more than 695K customers*

- Configured and wired hardware to support relay testing and training
- Meticulously modified software in C to improve model fidelity for technician training
- Supported Project Appropriation Requests, to include initiating environmental and safety reviews

## TECHNICAL SKILLS

- Advanced skills in MATLAB, Simulink, MathCAD, Excel, Word, PowerPoint
- Intermediate skills in C programming, VBA, Access

## SENIOR DESIGN PROJECT

Spring 20XX

*Designed and integrated solar-powered water heater to prevent cattle ranch troughs from freezing in the winter.*

- Utilized technical skills to integrate high-efficiency solar cells with low-voltage waterproof heating element designed to keep water in liquid state to -40 degrees Fahrenheit
- Tested water for stray current and design durability to ensure safety of animals during use
- Coordinated field testing approval with local rancher communicating safety of prototype
- Conducted and documented results of seven extreme temperature assessments between 10 to -40 degrees

## ADDITIONAL RESUME SECTIONS WITH EXAMPLES

\*include all experiences that apply

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### PHARMACY RESUME SECTION EXAMPLES

#### LICENSURE AND CERTIFICATION

Licensed Intern, North Dakota  
License No. 123456

May 20XX–Present

Basic Life Support for Healthcare Providers  
American Heart Association

January 20XX–Present

#### ADVANCED PHARMACY PRACTICE EXPERIENCE

Clinical Pharmacology  
Sanford Health, Fargo, ND

January 20XX–May 20XX

Preceptors: Joe Johnson, Pharm.D.; Ron Swanson, Pharm.D.

- Utilized highly effective interpersonal skills while educating more than 40 different patients on proper dosages and side effects of prescribed medications
- Developed strong written communication skills when transcribing clinical notes; increased accuracy of patient records by nearly 35%
- Proposed standardizing patient note taking procedures; effectively increased communication, accuracy and teamwork between fellow pharmacists and physicians

#### INTRODUCTORY PHARMACY PRACTICE EXPERIENCE

Institutional  
Essentia Health, Fargo, ND  
Preceptor: Jane Doe, Pharm.D.

June 20XX

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### NURSING RESUME SECTION EXAMPLES

#### LICENSURE AND CERTIFICATION

Certified Nursing Assistant  
Basic Life Support for Healthcare Providers  
American Heart Association

May 20XX–Present  
January 20XX–Present

#### CLINICAL NURSING EXPERIENCE

Medical/Surgical Rotation, Essentia Health, Fargo, ND, 84 hours  
Palliative Care Observation, Sanford Health, Fargo, ND, 8 hours  
ICU Rotation, Altru Health System, Grand Forks, ND, 65 hours  
Mental Health Rotation, Prairie St. John's, Fargo, ND, 40 hours

Spring 20XX  
Spring 20XX  
Fall 20XX  
Fall 20XX

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### TEACHING RESUME SECTION EXAMPLES

#### STUDENT TEACHING EXPERIENCE

Centennial Elementary School, Fargo, ND  
Student Teacher, fifth grade

January 20XX–May 20XX

- Utilized creativity to develop curriculum and teach a diverse class of 20 students
- Displayed strong organizational skills by completing 12 math and science lesson plans in a timely manner
- Incorporated successful classroom management using xyz theory of behavior management
- Demonstrated effective communication skills with more than 40 parents and collaborated with seven other teachers and staff



## ENGINEERING PROJECT EXAMPLE

### ENGINEERING PROJECT

Senior Capstone, NDSU

Spring 20XX

Reverse Engineer a Model Combat Tank

- Applied conceptual modeling and engineering skills while developing 3D models and blueprints for over 50 individual and interworking parts of a model combat tank
- Utilized technology and CAD software including PTC Creo and digital calipers to complete modeling
- Developed project management skills by serving as team leader, developing and adhering to an overall work plan and delegating assignments to team members
- Displayed strong communication skills when presenting project process and results to professor and classmates

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## OTHER ACADEMIC PROJECT EXAMPLE

### ACADEMIC PROJECT

Experiential Retailing, NDSU

Fall 20XX

Fashion Merchandising Secondary Brand Proposal

- Incorporated marketing, brand management, and style concept theories to design a secondary brand proposal for a major retailer
- Utilized design and art skills while creating concept drawings of possible pieces, including eight original designs
- Created store layout concept, including all visual merchandising and product placement to optimize sales of secondary brand while adhering to established brand concepts
- Gained knowledge of budgeting by developing a financial plan for secondary brand launch

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## RESEARCH PROJECT EXAMPLE

### RESEARCH EXPERIENCE

NDSU Pharmacology Lab, Fargo, ND

June 20XX–Present

Research Assistant

- Demonstrate flexibility and adaptability by assisting graduate students with the day-to-day operations of their individual research
- Hone ability to work in a fast-paced, changing workplace while being responsible for up to five projects at one time
- Display attention to detail by accurately documenting progress and measurable changes on projects
- Develop technical skills by utilizing basic and advanced lab equipment, technology, protocol and vernacular on a daily basis

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## COMPUTER AND TECHNICAL SKILLS EXAMPLE

### COMPUTER SKILLS

Operating System	Windows 7/XP, Unix, Linux
Programming Languages	C# 3.5/4.0, C++, Object Oriented Programming
Web Technologies	ASP.NET, Java Script, CSS, HTML
Databases	SQL SERVER 2008, SQL SERVER 2008 R2, Oracle 9i
Software	Microsoft Access, Excel, Word, PowerPoint

ATTRIBUTES EMPLOYERS SEEK ON A CANDIDATE’S RESUME

ATTRIBUTE	% OF RESPONDENTS
Problem-solving skills	85.5%
Analytical/quantitative skills	78.6%
Ability to work in a team	76.3%
Communication skills (written)	73.3%
Initiative	72.5%
Strong work ethic	71.0%
Technical skills	64.9%
Flexibility/adaptability	63.4%
Detail-oriented	62.6%
Leadership	60.3%
Communication skills (verbal)	58.8%
Interpersonal skills (relates well to others)	56.5%

Source: Job Outlook 2022, National Association of Colleges and Employers

NOTES