

# THE CATHERINE CAREER GUIDE TO

# Resumes

## What is a Resume?

A resume is a marketing document. The information showcased in the resume should target the type of employment you are seeking, and highlight your background as it pertains to the position of interest.

## Craft your Content

1. Brainstorm a master list—Itemize your experiences from the past several years. Your list should include *internships, full-time, part-time, and summer jobs, volunteer/community service, campus activities, student organizations, and your educational experiences.*
2. Elaborate on each item/experience from your master list by describing specifically what you did and what you accomplished in each position.
3. Articulate transferable skills – any proficiency, ability, strength, aptitude, etc. that is developed and able to be used in current and or future employment.

From your professional and non-professional experiences, you have developed transferable skills. Also consider vital skills of:

*Knowledge Base:* education, training, insight/understanding

*Skills Sets:* computer, customer service, writing, planning, presenting, facilitating

*Personal Qualities:* demonstrate initiative, develop rapport, demonstrate passion

Integrate transferable skills into your document – they can manifest in many categories on your resume.

4. Revise descriptions into strong statements using *action verbs*.

**Skills statement = Action verb + Details + Outcome/Result**

### **Remember:**

Clarify: *Who? What? Where? When? Why? & How?*

Qualify: Where possible, give a sense of your experience: How much? How many?

Result: Where possible, highlight outcome/result or accomplishment to demonstrate impact.

## Action Verbs to Use in Skill Statements

Adapted	Examined	Programmed
Administered	Facilitated	Promoted
Advised	Founded	Proposed
Analyzed	Generated	Proved
Appraised	Governed	Provided
Approved	Guided	Publicized
Assembled	Heightened	Published
Audited	Identified	Purchased
Authored	Illustrated	Questioned
Broadcast	Implemented	Recommended
Budgeted	Increased	Reduced
Built	Initiated	Regulated
Calculated	Inspected	Reorganized
Catalogued	Installed	Researched
Clarified	Integrated	Reviewed
Communicated	Interpreted	Rewrote
Compared	Interviewed	Scheduled
Compiled	Introduced	Screened
Composed	Invented	Served
Computed	Investigated	Simplified
Conducted	Launched	Solved
Constructed	Lectured	Strengthened
Consulted	Maintained	Succeeded
Controlled	Managed	Supervised
Coordinated	Marketed	Systematized
Correlated	Mastered	Taught
Corresponded	Measured	Traded
Created	Mediated	Trained
Delegated	Modeled	Translated
Demonstrated	Moderated	Upgraded
Derived	Monitored	Verified
Designed	Motivated	Wrote
Developed	Negotiated	
Devised	Organized	
Directed	Originated	
Discovered	Performed	
Earned	Persuaded	
Eliminated	Planned	
Enhanced	Prepared	
Established	Presented	
Estimated	Prioritized	
Evaluated	Produced	

## Important Considerations

There is no “right” or “wrong” way to write a resume... however, there are a few basic guidelines that you should keep in mind to create the best first impression of yourself as a candidate.

- **One page** is standard for internship and entry level resumes; two pages are acceptable if there are extensive professionally related examples
- **Do not use a resume template** – It will not allow you the flexibility you need to present yourself in the best possible way, will not scan well, and will not help you to stand out from the crowd
  - Use your judgment when it comes to creativity
- **Do not include personal pronouns** ( e.g. I, me, my, we, etc.)
- **Use simple fonts** such as Arial, Times New Roman or Calibri
- **Keep it consistent**
  - Verb tenses
  - Formatting
- **Remove references** from resume
- **Describe your experiences accurately and positively** through statements that highlight relevant and transferable skills
- **Focus on skills and accomplishments** that *will be of interest to the employers* you're targeting
- **Prioritize your experiences**, and make sure the most important items appear toward the top of the page

## Organize your Document

The following is a list of the sections frequently found in resumes. However, your resume may not contain all of these sections, it's up to you!

### Identification

List address, phone number and e-mail address. You may also include your LinkedIn profile URL if you have one.

#### Violet Hill

5643 Ramsey St. NE, Minneapolis, MN 55432  
(612)-709-9002, vjhill@stkate.edu

### Objective

Contains 2-3 sentences regarding the field of interest and intent. This section is optional. If you choose to include an objective, make it concise and specific.

Examples include:

To obtain an internship in Criminology with Hennepin County that will maximize outstanding observational and behavioral skills, while building knowledge and experience in the field.

To contribute strong analytical skills, research experience, and creative problem solving to the rehabilitation organization of the Minnesota Como Zoo and Conservatory.

## Education

List the name of the institution, city and state, and degree you received (or expect to receive). Include your majors and minors, as well as your GPA (or major GPA) if it's above a 3.0.

You may wish to include relevant coursework (relevant to the position for which you're applying), major research projects, academic awards and honors, or study abroad experiences if applicable to you.

St Catherine University, St. Paul, MN  
*Bachelor of Arts, Public Health*  
*Minor in Spanish*

Expected Graduation: May 2021  
Overall GPA: 3.7

## Qualifications /Skills

Include key words that describe your skills, especially the required skills listed in the job posting, usually found in the Requirements section. You may use this section to highlight your language, technical, or other relevant skills.

## Experience

For each entry, indicate name of the employer, your title, city, state where you worked, and dates of employment. You may choose to use bulleted lists or phrases separated by semicolons or periods. If you currently hold the position you're describing, use the present tense. For all previous positions, use past tense.

*Desk Receptionist*, Children's Hospital, St. Paul, MN 06/2018—Present

- Coordinate schedules of 4 doctors in the orthopedic department
- Assist patients with appointments and services
- Communicated effectively with diverse client population

*Teaching Assistant*, St. Catherine University, St. Paul, MN 09/2017– 05/ 2018

- Assisted professor with grading assignments
- Advised students with homework, classwork and other needs

## Activities/Volunteer Experience

Include college or community organizations to which you belong, particularly if you have an active role—highlight leadership roles or tasks. This section is very valuable to show employer that you are a well-rounded individual.

## Professional Memberships

Include professional memberships you hold. List full name of the association and level of membership.

## Additional Sections

### Publications/Presentations/Research

This section is helpful for academically focused resumes. Highlights scholarly work relevant to the position for which you are applying.

### Honors/Awards

Awards from work, School, or professional organizations. Include scholarships, graduation honors, special recognitions, etc. This can be part of Education or a separate section.

### International/Study Abroad Experience

Summarize experiences or transferable skills you developed. Highlight if you took a course or completed a project that is relevant to the position you are applying for.

## Chronological or Functional?

Two of the main types of resume formats are the Chronological Resume and the Functional Resume.

**Chronological Resume:** Information is listed in reverse chronological order (starting with the most recent and working your way back).

**Goal:** List your most interesting and important experience as close to the top of the resume as possible. For example, if you are applying for a writing position, you might divide your experience into “Writing Experience” and “Additional Experience.”

**Functional Resume:** Organized by professional skill or “functional” area. The majority of the resume will provide detail about and demonstration of these key skill areas.

**Goal:** List employment history at the bottom of the resume, with very little detail, aside from the employer name, your position, the location, and dates of employment.

This type of resume can be effective for career changers or people who have been out of the workforce for an extended period.

## Finalize your Resume

Remember to check that your resume is completely free of typos and misspellings. Proofread, proofread, proofread! Never send a resume out without having at *least* one other person read it. Receive feedback from career counselors, professionals in your field of interest, and/or faculty members.

## Electronic and Hard Copy Resumes

Tips for saving and delivering document via:

**E-mail:** Create a PDF of the file to prevent reformatting when opened by prospective employer. Write your cover letter in the body of the email and attach your resume as a .pdf file.

**Submit Online:** Upload your resume as a Word document for the purpose of being scanned for database storage (keywords) and text matches.

If you are preparing a printed version of your resume for interviews or career fairs, make sure to print on good quality white or off-white resume paper. This paper can be found in the University bookstore by single sheets or in other local stores that sell stationery.

# **Resume Examples**

# KATIE FIRSTYEAR

2004 Randolph Ave, St. Paul, MN 55105  
kifirstyear@stkate.edu, 612-943-1234

## OBJECTIVE

A leadership position at the St. Kate's St. Paul Campus Library that will require strong interpersonal communication skills, creativity, and a positive, outgoing personality.

## EDUCATION

**St. Catherine University**, St. Paul, MN

Bachelor of Arts in *Communication Studies*, minor in *Spanish*

Anticipated Graduation: May 2023

GPA: 3.2

**St. Paul High School**, St. Paul, MN

High School Diploma

June 2019

GPA: 3.4

## WORK EXPERIENCE

**Nifty Store**

*Sales Associate*

May 2019-Present

St. Paul, MN

- Assist customers with selection of clothing items
- Address complaints to assure customer satisfaction
- Train new employees on store procedures and customer service

**Camp Minnehaha**

*Overnight Camp Counselor*

Summer 2012

Brainerd, MN

- Lived with and supervised 15 teenage girls
- Planned and led activities for seventh and eighth grade campers
- Organized and coached intra-camp athletic leagues

**Private Families**

*Babysitter*

June 2011-August 2018

Minneapolis, MN

- Established relationships with three children between the ages of two and twelve
- Communicated with parents to understand needs and schedule, and inform of behavior
- Planned and organized fun and educational activities

## ACTIVITIES

**Lambda Sigma Service Sorority**, St. Catherine University

September 2019– Present

**Choir**, St. Catherine University

September 2019 - Present

**Varsity Soccer**, Captain, St. Paul High School

June 2016 - June 2019

**National Honor Society**, St. Paul High School

September 2015 - June 2019

## SKILLS

**Computer:** Microsoft Office: Word, Excel, PowerPoint, Publisher, Adobe Photoshop

**Language:** Intermediate Spanish—oral and written

# Katie Liberal Arts

123 Grand Avenue, St. Paul, MN 55105  
Klarts@stkate.edu, 651-123-4567

## Objective

Motivated student who demonstrates strong work ethic and creative ability. Seeking an internship in graphic design to apply my skills and artistic drive with EYZ and Associates.

## Education

**St. Catherine University**, St. Paul, MN

Graduation: May 2016

Bachelor of Arts in Studio Art

GPA 3.8

- College for Women Student Senate, Representative

September 2013-Present

## Technical Skills

Quark, InDesign, Photoshop, Illustrator, Publisher, Serif PagePlus

## Related Experience

**Graphic Editor**, The Wheel St. Catherine University, St. Paul, MN

May 2015 to Present

- Custom design page layouts to fit articles, photos, and advertisements
- Contributed to school's online publication by designing page layouts to accommodate mobile screens
- Trained and supervised two students in graphic design

**Graphic Design Intern**, Guthrie Theater, Minneapolis, MN

Jan. 2014 to Jul. 2014

- Designed theater season advertisement for Twin Cities' newspapers
- Created layout for three playbills
- Developed brochure for education department's fall class offerings
- Contributed designs for website's volunteer and donation's pages

## Additional Experience

**Retail Assistant**

Feb. 2013 to Present

Reggie's Reuse, St. Paul, MN

- Created banner slogans advertising sales and newest inventory
- Wrote and designed newspaper ads
- Communicated effectively with diverse client population
- Assisted customers with selection of clothing and household items

**Camp Counselor**

Summers, 2011 to 2013

Camp Minnehaha, Brainerd, MN

- Taught art and craft classes to children and teens
- Led campers in outings to draw from nature

# Katie Teacher

kiteacher@stkate.edu St. Paul, MN 55443  
651-502-0593

## OBJECTIVE

English/Communication Arts teaching position in grades 9-12 with opportunities for coaching.

## EDUCATION

**St. Catherine University**, St. Paul, MN

Bachelor of Arts expected *May 2014* GPA 3.8

Majors: Secondary Education, English Minor: Music

**Honors/Activities:** Academic Dean's List (6 semesters); Pi Lambda Theta National Honor Society Member; Mu Phi Epsilon Music Fraternity Member; Mu Phi Patron Award Recipient; SCU/UST Concert Band Member

## LICENSURE

Minnesota Secondary Education Licensure (Communication Arts/Literature)

CPR Certification – American Red Cross, *expires July 2017*

## TEACHING EXPERIENCE

**Student Teacher**, Highland Park Junior High School, St. Paul, MN

*Spring 2014*

- Instructed 9th grade English classes, emphasizing developing writing skills
- Developed special units on memoirs, science fiction, environmental fiction, and sequels
- Tutored three students individually outside of classes
- Created specialized instructional materials for ESL students
- Assisted students in self-publishing a magazine of creative fiction, which was distributed to entire 9th grade class

**Teaching Assistant**, South High School, Minneapolis, MN

*January 2014*

- Assisted in 12th grade English/Social Studies Partnership classrooms
- Developed and taught unit on historical narratives
- Planned and supervised field trip to Minnesota Historical Society

**Student Teacher**, Central High School, St. Paul, MN

*Fall 2013*

- Instructed 11th grade Advanced English classes
- Focused on introducing students to world literature in translation
- Developed cultural units to accompany each type of literature
- Introduced students to techniques for writing research papers

## COACHING EXPERIENCE

**Assistant Coach**, Highland Park Junior High School, St. Paul, MN

*Winter 2012*

- Assisted coaching staff for 7th and 8th grade girls' basketball team
- Demonstrated proper techniques, encouraged team spirit, and provided feedback

**Tennis Coach**, Johnson High School, St. Paul, MN

*Spring 2012*

- Developed and led weekend training sessions and clinics wishing to improve technique
- Created training schedule, and assisted players individually

# Katie Science

Box 1091 St. Paul, MN 55105 (651) 690-0000 kscience@stkate.edu

## OBJECTIVE

To obtain an internship using my scientific knowledge and laboratory skills, as well as my communication, organizational, and motivational skills.

## EDUCATION

### Bachelor of Science, St. Catherine University, St. Paul MN

Double Major: Biology and Chemistry

Estimated Graduation: December 2014

- Current overall GPA: 3.25 GPA in Major Coursework: 3.89
- Academic Dean's List
- Recipient of St. Catherine of Alexandria Scholarship
- Executive Board Member of the University Association Governing Board

## RELEVANT COURSEWORK

Biology of Microorganisms

Genetics

Cell Biology

General Biology I and II

Human Anatomy and Physiology I and II

Histology

Organic Chemistry I

General Chemistry I and II

Evolutionary Biology

## RESEARCH EXPERIENCE

**Biology of Microorganisms:** Unknown bacteria identification, antibiotic resistance analysis

**Genetics:** Recombinant DNA project

**General Biology:** Two semester-long research projects, laboratory reports, poster sessions; PowerPoint and Excel used for results presentations

## LABORATORY SKILLS/EQUIPMENT

Agarose Gel Electrophoresis

Brightfield Microscopy

Polyacrylamide Gel Electrophoresis

Fluorescence Microscopy

Column Chromatography

Aseptic technique

Analytical balance

Staining and culture of microorganisms

Centrifugation

Cultivation and manipulation of Fruit Flies

PH meter

Bacterial transformation

Spectrophotometer

Plasmid DNA isolation and purification

## EMPLOYMENT EXPERIENCE

### St. Catherine University, St. Paul, MN

#### Student Ambassador

June 2009 –Present

- Represent university to prospective students
- Conduct tours and provide information
- Serve as a liaison between prospective students and administration

#### Teaching Assistant for Cell Biology Lab and Genetics Lab

September 2009-Present

- Prepare equipment and supplies for lab instruction
- Serve as informational resource and lab assistant for students
- Assist students in troubleshooting lab problems

#### Orientation Leader

September 2009

- Oriented new students to the university, its policies and activities
- Facilitated small group discussions throughout semester-long orientation program
- Demonstrated exceptional organizational and communication skills

*Sample Science Resume*

# Katie Physical Therapy

1234 Main Street | St. Paul, Minnesota 55105 | 651-555-5555 | khcare@stkate.edu

## Profile

New graduate, well-versed in a broad range of programming, treatments and modalities for restoring function and mitigating disability. Expertise in treating pediatric, adolescent, adult, and geriatric patients. Collaborative team player with superior work ethic and interpersonal abilities.

## Skills

Organized and detail-oriented	Kinney system expertise
Gentle and skill with therapy procedures	Pain management techniques
Splinting capability	Case management
Advanced anatomy knowledge	CPR training
Medical terminology expert	

## Education

### **Doctor of Physical Therapy**

St. Catherine University, Minneapolis, MN

May 2014

### **Bachelor of Science Major in Exercise and Sport Science**

St. Catherine University, St. Paul, MN

May 2011

## Clinical Experience

### **Methodist Hospital Dept. of Physical Therapy, St. Louis Park, MN**

March 2014-May 2014

- Administered care to patients in rehabilitation unit
- Participated in multidisciplinary rehab rounds
- Gained experience working at patients' bedside, in the cardiac rehab unit, and wound clinic

### **Park Nicollet Clinic Rehab Services, Maple Grove, MN**

Jan 2014-March 2014

- Provided intervention to patients with a variety of orthopedic diagnoses
- Presented in-service to peers on various running topics and related injuries
- Became proficient with Lastword and Shorthand documentation systems

### **University of North Dakota Pro-Bono Clinic, Grand Forks, ND**

Oct 2013-Dec 2013

- Worked one on one with an individual with Multiple Sclerosis over the course of six weeks
- Developed home program addressing strength maintenance and functional limitations

### **Institute for Athletic Medicine, Plymouth, MN**

Aug 2013-Oct 2013

- Cared for patients in outpatient therapy setting
- Documented patient information using Epic

### **St. Cloud Hospital Department of Physical Therapy, St. Cloud, MN**

June 2013-Aug 2013

- Delivered quality patient care to a diverse population, including Pediatric, ICU, and Cardiac Rehab units
- Worked alongside hospital staff to coordinate treatment and discharge planning
- Prepared and presented in-service to peers on the Fugl-Meyer assessment

## Employment History

### **Wegner Physical Therapy, Minneapolis, MN**

Nov 2013-Present

Aid in patient care; check in patients; transcribe notes; clean patient rooms, gym and pool

### **Pediatrics Physical Therapy, Eagan, MN**

June 2012-Aug 2013

Assisted in care of pediatric patients; helped to provide hippotherapy (horse therapy)

## Professional Affiliations/Achievements

American Physical Therapy Association Member

Aug 2013-Present

CPR/First Aid Certification, American Red Cross

Dec 2012-Present

Two-year captain of college soccer team (Bethany Lutheran College)

Summers of 2007-2009

*Sample PT Resume*

# Ann Nursing

St. Paul, MN 55442 | 651.333.0000 | amnursing@stkate.edu

## Education

**Bachelor of Arts Degree in Nursing (BSN)**, St. Catherine University, St. Paul, MN (May 2015)  
Honors: Dean's list, Nursing Scholarship, Rotary Scholarship (2014)

## Licensure

**Registered Nurse - Minnesota, #RN00101, expires: 4/17/2022**

## Certifications

Basic Life Support (BLS), American Heart Association (expires: Dec. 2017)  
Certified Nursing Assistant (expires: May 2013)

## Clinical Experience

**Maternity Unit**, Fairview Riverside Hospital, Minneapolis, MN (Jan-Feb, 2015)

- Provided care to and answered questions for new mothers
- Learned newborn assessments and post-delivery care for mothers and infants
- Assisted in deliveries and care of newborns

**Pediatrics**, University of Minnesota Hospital, Minneapolis, MN (Sept-Oct, 2014)

- Observed and assisted with intake and assessments of infants and children
- Trained in charting and medication administrations
- Educated parents in treatment of infants and children
- Assisted nurses and doctors in treating patients

**Rehabilitation**, Hennepin County Medical Center, Minneapolis, MN (Mar-Apr, 2014)

- Developed a treatment plan for STM loss patient using maps, memory books and visual aids
- Assisted a physician removing sutures from a severe head trauma patient
- Consulted with medical staff regarding patients' care

**Medical – Surgical**, V.A Hospital, Minneapolis, MN (Nov-Dec, 2013)

- Inspected, cared for and changed dressings of large and deep wounds
- Provided care and communicated effectively with depressed and isolated patients

## Work Experience

**CNA**, United Hospital, St. Paul, MN (June, 2013– Present, part-time)

- Assist patients in care in a timely and efficient manner
- Establish a caring and trusting relationship with patients
- Communicate effectively and professionally with nursing and medical staff

**Sales Associate**, Herbergers, St Paul, MN (December, 2012 to present, part-time)

- Assisted customers and operated cash register
- Displayed clothing and monitored sales floor

## Activities

- Student Nursing Association, College of St. Catherine (2012– present)
- Lambda Sigma Service Sorority (2012 - present)
- Volunteer, Surgical and Maternity Units, Ramsey Medical Center, St. Paul, MN

## **Katie Sales & Marketing**

3820 Main St. Minneapolis, MN 55432

651-232-4435, mktgt@gmail.com

www.linkedin.com/in/mmarketing

### **QUALIFICATIONS**

Project Management	Customer	Social Media Strategies
Technical	Research	Multimedia Content
Writing/Editing	Collaboration	Development
Customer Service	Retail Sales	Analysis & Report

### **TECHNICAL SKILLS**

LinkedIn	HTML
Facebook	Adobe
Twitter	Expressions
Instagram	Microsoft Office Suite
Pinterest	Google Apps

**Portfolio may be viewed at: [www.MMarketing.com](http://www.MMarketing.com)**

### **EDUCATION**

#### **Bachelor of Science in Marketing and Management**

May 2014

St. Catherine University, St. Paul, MN

**Dean's List 2012, 2013**

#### **Study Abroad Experience**

Shanghai University of Finance and Economics, Shanghai, China

Fall 2012

Enhanced understanding of business relations between US and China through international business class

Studied business management in Chinese companies

conducted informational interviews with business professionals, including Director of Best Buy's Shanghai division

### **RELEVANT EXPERIENCE**

#### **Marketing Intern**

Spring 2014

Minnco, Rochester MN

- Contributed research and ideas towards creation and development of trade show booth
- Assisted with setting up trade show schedule, and accompanied sales team to local events
- Created content for press releases, flyers, website, social media, and company newsletter
- Reviewed websites for comparison purposes, and recommended and implemented updates to Minco's website
- Researched customer preferences through online surveys, compiled data and presented report to sales and marketing staffs

#### **Marketing Intern**

Fall 2013

Acme Business Solutions, Austin MN

- Worked collaboratively with marketing team to analyze client businesses in order to determine marketing issues
- Developed recommendations and co-presented them to marketing director
- Interacted with sales staff, research suppliers, and advertising agencies to carry out marketing campaigns

# KATIE ECONOMICS

1000 N Innsbruck Dr. | Minneapolis MN 55421 | (987)654-3211 | kaanally@stkate.edu

## PROFILE

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Self-motivated Economics graduate with an extensive understanding of economic theory with experience undertaking statistical, analytical and accounting work; whilst working in a team environment with tight deadlines.

## SKILLS

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Excellent Interpersonal Skills	Exceptional Time Management	Reporting
Analytical Thinker	Highly organized	Data Entry
Quality-Focused	Critical Thinker Needs	Microsoft Office Suites
Creative Problem Solving	Assessments	Statistical Analysis
Adaptable	Inventory Control	Sales
Learner		Banking

## EDUCATION

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**St Catherine University**, St. Paul, MN Expected Graduation: May 2020  
Bachelor of Science Financial Economics GPA: 3.6

## CAREER RELATED EXPERIENCE

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**Wells Fargo** May 2019-Present  
Financial Consultant Intern St. Paul, MN

- Managed a case load of 35 investment accounts
- Performed analysis of current and potential client's investment portfolios
- Prepared asset allocations and financial plan proposals via planning software
- Implemented recommendations, performed account maintenance and reallocated accounts
- Completed and submitted investment paperwork with a high degree of accuracy

**U.S. Bank** May 2016—Present  
Bank Teller Northeast Minneapolis, MN

- Assisted managers in reviewing proof works for any erroneous and omitted information prior to be entered into the image data storage system
- Performed cash management, customer service, balance cash drawer
- Demonstrated outstanding customer service and resolved customer concerns

## PROFESSIONAL DEVELOPMENT

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**The Federal Reserve System**, A Forum for Minorities in Banking, St. Louis, MI September, 2019  
**KPMG**, Discover Summer Leadership Program, Minneapolis, MN July, 2018

## LEADERSHIP & CAMPUS ACTIVITIES

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**Economics Club**, Executive Board September 2017-Present

- Create programing and collaborate with other clubs and student affairs departments
- Planned five networking events with investment and securities companies, banks, and insurance organizations during the fall semester

**Katies Entrepreneurship Organization**, Member September 2017-Present

**First Generation Scholars League**, Member September 2017-Present



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Career Development Center

[www.stkate.edu/career](http://www.stkate.edu/career)

651-690-8890

*St. Paul Campus*

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