

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, vjhhill@stcate.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/Studying 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@stcate.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

Bachelor of Arts in Studio Art

- College for Women Student Senate, Representative

Graduation: May 2016

GPA 3.8

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

Reggie's Reuse, St. Paul, MN

Feb. 2013 to Present

- 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	Histology
Genetics	Organic Chemistry I
Cell Biology	General Chemistry I and II
General Biology I and II	Evolutionary Biology
Human Anatomy and Physiology I and II	

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	Staining and culture of microorganisms
Brightfield Microscopy	Centrifugation
Polyacrylamide Gel Electrophoresis	Cultivation and manipulation of Fruit Flies
Fluorescence Microscopy	PH meter
Column Chromatography	Bacterial transformation
Aseptic technique	Spectrophotometer
Analytical balance	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

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
<ul style="list-style-type: none">Administered care to patients in rehabilitation unitParticipated in multidisciplinary rehab roundsGained 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
<ul style="list-style-type: none">Provided intervention to patients with a variety of orthopedic diagnosesPresented in-service to peers on various running topics and related injuriesBecame proficient with Lastword and Shorthand documentation systems	
University of North Dakota Pro-Bono Clinic, Grand Forks, ND	Oct 2013-Dec 2013
<ul style="list-style-type: none">Worked one on one with an individual with Multiple Sclerosis over the course of six weeksDeveloped home program addressing strength maintenance and functional limitations	
Institute for Athletic Medicine, Plymouth, MN	Aug 2013-Oct 2013
<ul style="list-style-type: none">Cared for patients in outpatient therapy settingDocumented patient information using Epic	
St. Cloud Hospital Department of Physical Therapy, St. Cloud, MN	June 2013-Aug 2013
<ul style="list-style-type: none">Delivered quality patient care to a diverse population, including Pediatric, ICU, and Cardiac Rehab unitsWorked alongside hospital staff to coordinate treatment and discharge planningPrepared 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 Research	Social Media Strategies
Technical Writing/Editing	Collaboration	Multimedia Content 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

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 | kaanaly@stkate.edu

PROFILE

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

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

St Catherine University, St. Paul, MN
Bachelor of Science Financial Economics

Expected Graduation: May 2020
GPA: 3.6

CAREER RELATED EXPERIENCE

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

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

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

651-690-8890

St. Paul Campus

Coeur de Catherine 210

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