THE RESUME

JUST IN TIME

BUILDING A RESUME

If you have ever searched the web for examples of resumes, you will find an overwhelming variety of resume styles, templates, and recommendations. But don't worry—this quick guide will provide you with all the critical information needed to submit an application.

You will learn the basics of creating a resume by examining the elements of a *chronological* resume, the most common format. A chronological resume organizes work history in chronological order, starting with your most recent job down to your earliest. Most employers prefer this resume because it provides a quick snapshot of work history, with the most recent positions up front.

Now let's take care of some standard rules to follow regarding the basic format of your resume.

CONSIDER THE FOLLOWING

•Fonts: Verdana, Times New Roman, Arial or Helvetica

•Font size: 10, 12, and 14. Your name can be the largest at 14

•Align your content to the left. Only center your name and contact info. Align experience dates to the right

•Margins: It is okay to drop your bottom and top margins to 0.5" and your side margins to 0.75"

•Balance your text and white spaces

•Name your resume file properly: Jennifer_Gonzalez_Resume

•Use a proofreading tool like Grammarly or a spell checker. Also have a friend review for typos or errors

•Make good use of the top third of your resume. Put the best stuff at the top

•Keep your resume easy to read

•Avoid decorative elements: borders, logos, or hard-to-read fonts. If you are in the design and fashion industry, there are some exceptions

•No need to include the phrase "References available upon request." Hiring managers know they can request your list of references

TIP Choose a professional email that contains your name. For example, use Jennifer.gonzalez@gmail.com, NOT jennylikesgrapes@hotmail.com. Unprofessional email addresses account for 76% of rejected resumes.

THE BASIC ELEMENTS OF A RESUME

1. HEADER

Include name, address, email, phone number. You can also include your LinkedIn profile URL, personal websites, blog, or portfolio, if they have work relevant to the job position.

2. SUMMARY OF QUALIFICATIONS

In a few sentences or bullet points, state some of the accomplishments and skills that make you an ideal candidate. Ask yourself the following:

•What makes me really great at my job?

•How do I stand out among other employees and applicants?

•Did I consistently meet or exceed goals or quotas?

This a great place to incorporate some of your soft skills. Soft skills involve personality traits and characteristics. Incorporate your soft skills when highlighting your achievements. Here are some examples:

COMMUNICATION

Most jobs require applicants to communicate with co-workers, customers, departments, and more.

DECISION MAKING

Many employers seek candidates who are comfortable and confident when making decisions and take initiative.

PROBLEM SOLVING

Problems are going to arise, and employers want to target applicants who can respond to problems quickly and appropriately.

ORGANIZATION

Organized applicants are more likely to succeed when they are handling multiple tasks.

TEAMWORK

Employers want to know that you can exchange ideas and work with others to get things done.

LEADERSHIP

Employers recognize that applicants with leadership experience can teach, direct, and motivate others, as well as manage conflict and make decisions.

3. EDUCATION

Include schools, degrees or certificates, graduation dates or expected dates of completion. You can include your GPA or honors, if impressive. Typically, include any GPA 3.0 or higher.

4. EXPERIENCE

Include name of company (bold), location and job title (italics). List 3–4 jobs and their responsibilities. Use action words. Try to add your accomplishments in this position and not just responsibilities. It is helpful to include numbers and quantifiable data.

Consider providing your volunteer work in your "Experience" section.

TIP Combine your selection of action verbs with quantifiable results to show both what you did and the effect it had. For example: "Organized Associated Student Body weekly information table, connecting students to college social media, increasing student awareness of campus resources."

5. PROJECTS

Course projects are a great way to show transferable skills learned in the class-room. They also validate your industry knowledge. Include 2–4 descriptive bullet points for each project.

6. COURSEWORK

Include courses to show the range of subjects or higher-level coursework you have completed. Only include courses that might be impressive to an employer or that set you apart as an applicant.

7. SKILLS

Create a few skill categories that highlight your abilities. Include hard skills such as computer technology, languages, design software, or other career-related skills. Hard skills involve knowledge and abilities that are typically learned through education or training. Here are some examples:

COMPUTER KNOWLEDGE

All job seekers must possess at least a basic grasp of computer technology.[1] *Business News Daily* recommends mastering these common tech skills: Microsoft Word, Excel, OneNote, Outlook, and the Google Suite.

LANGUAGES

Language skills are always impressive, and for some jobs they are a requirement. You can also include the level of your expertise, such as "limited working proficiency," "professional working proficiency," "full professional proficiency," and "native" or "bilingual proficiency."

DESIGN SOFTWARE

Having formal training or even some familiarity in design software broadens the scope of the skills you have to offer. Some common examples include the Adobe Creative Suite: Photoshop, Illustrator, InDesign, and User Interface (UI) or User Experience (UX) Design.

8. LEADERSHIP

Include any club, team sports or organizations that you are involved in. Companies like to know that you have outside interests.

TIP When possible, customize your resume to showcase the qualifications, accomplishments, and particular aspects of your work history that match closely with the requirements listed in the job description. When adjusting your existing resume to match a new job position, remember to proofread the final document. The more you update and adjust your resume, the higher the risk of introducing an error or typo.

DO NOT INCLUDE

•Don't make your margins and font size too small; fonts smaller than 10 point are too difficult to read.

•Don't include personal pronouns (e.g. I, me, we).

•Don't include a picture, social security number, birthdate, marital status, height, or weight.

•Don't include the line: "References available upon request."

•Avoid listing tasks with "Responsibilities included…"

•Avoid including your social media on your resume, unless they're relevant to the job you're applying for.

[1] https://www.businessnewsdaily.com/5408-tech-skills-employers-resume.html

SAMPLE RESUME

Kelly McCoy
485 Walnut Ave, South San Francisco, CA
Kelly_McCoy@gmail.com | (650) 451-0258 | Linkedin.com/in/Kelly-McCoy/

SUMMARY OF QUALFICATIONS
- 1-plus years of providing exceptional customer service within retail and business setting.
- Recognized by contract employer as individual with initiative and great follow-through.
- Strong leadership skills and team-building skills demonstrated through coaching.
- Good academic standing with a high capacity for understanding and applying new concepts.

SKILLS
Technical Skills: Microsoft Office (Word, Excel, PowerPoint), Google Suite (Doc, Sheet, Slides)

EDUCATION
Associate Degree for transfer Business Administration   (In Progress)
Skyline College

EXPERIENCE
Student Assistant   May 2019-Present
Skyline College Bookstore (San Bruno, CA)
- Proven ability to keep composed under pressure by maintaining a positive attitude in fast-paced work environment.
- Performed various ongoing tasks including receiving, processing and stocking products, setting up floor displays, and maintaining inventory.
- Processed sales transactions accurately and according to established procedures.

Cashier   July 2018-Present
Trader Joe's (South San Francisco, CA)
- Manage cash register while providing great customer service.
- Collaborate with customer service team members to give exceptional service.
- Replenish store inventory and set up product on shelves.

Student Intern   Feb 2019-May 2019
Bay Area Entrepreneur Center—BAEC (San Bruno, CA)
- Act as first point of contact for existing and first-time clients at the BAEC.
- Assist in coordinating operational duties for the center (email correspondence, answer phones, organize client files).

Volleyball Assistant (On Call)   May 2019-Aug 2019
- Supported the coach with various duties including setting up for school activities and washing equipment.

ACTIVITIES & AWARDS
- Skyline College Volleyball, 2019
- Promise Scholar