

RESUME TIPS



Presented by
Office of Career Services



Why have a resume?

It is your personal script, your brag sheet, your display of accomplishments and abilities all summarized into a neat, orderly presentation.

It is a professional tool, and something you build upon as you gain experience and education.

- **Most employers use it to screen for candidates**
- **Used for internet search sites**
- **Bring to job fairs**
- **Send to network contacts**
- **Still the most commonly accepted job application tool**

- **CREATE A GOOD FIRST IMPRESSION!**



Make it a good one!

Resume Do's:

- **Answer these questions:**
 - How many, how often, how much, for whom (title not name) and what programs? **USE METRICS!**
- **Use action words**
- **Provide accurate information**
- **Stress accomplishments and responsibilities**
NOT day to day tasks

Resume Don'ts:

- **Use font that is hard to read**
- **A format that is hard to follow**
- **Spelling or grammatical errors**
- **Provide false information**



Key components to a resume:

1. Personal Contact Information

- a. Name, Address, Phone and Email
- b. Make sure all information is current
- c. Always have a professional email address!
- d. LinkedIn URL

2. Objective/Profile

- a. What is the goal and what do you want to obtain?
(Summer job, internship, acceptance to an organization)
The objective tells the potential employer the kind of job and/or professional area in which you are interested.
- b. Focus on industry or specialty area whenever possible.
- c. This must be fine tuned for each search.
- d. Profile or summary which describes what you have to offer.
A profile includes a brief summary of your skills, experiences and goals as they relate to a specific job opening. Here you can explain how you can meet the company's expectations and explain what you have done in the past as a way of showing what you will do in the future.

Seeking an internship with a focus on counseling, which will allow me to develop my professional skills to compliment my academic achievements.

A graduating senior excited to utilize my knowledge of health and wellness to positively impact clients. Recognized as a Division I athlete for exceptional leadership experience and capability, as well as high academic achievements.

3. Education

- a. Education data shows your degree, date of graduation, major and minor and may contain GPA, coursework, honors information, certifications and/or study abroad.



Key components continued:

4. Career Related/Internship Experience

a. Work history specifically related to your career goals.

This could be a part time job, volunteer experience, internship experience, research experience, specific coursework or projects.

5. Employment History

a. *Other work history*

b. *Name/City/State of employer*

c. *Job title, dates of employment (month and year) should be listed in margins in reverse chronological order.*

d. *Use bullets to create a picture for the reader - Don't write job descriptions that tells the reader what he/she already know. Be creative think about your jobs in terms of transferable skills acquired, rather than simple job functions.*

6. Skills Summary

a. Skills are “core competencies” directly applicable to the job you are seeking

- *Proficient in Microsoft Word, Excel, PowerPoint*
- *Fluent in Spanish and Italian*
- *Excellent ability to clearly communicate thoughts and ideas*
- *Strong attention to detail acquired through work experience*

7. Leadership and Activities

a. Clubs, sports, officer roles, etc.

8. Volunteer

a. In and out of school to demonstrate hours earned and commitment.



Your Name Here

123 Your Street Name
Any Town, NJ 07757

Email: your e-mail here
Cell: 732-555-5555

LinkedIn URL

PROFILE

Senior health studies major with experience in a fast-paced medical office. Strengths include ability to provide compassionate care and communicate effectively.

EDUCATION

Monmouth University, West Long Branch, NJ

Bachelor of Science in Health Studies

GPA 3.5

Related Coursework: Anatomy and Physiology I and II, Medical Terminology

Anticipated Graduation May 20XX

CERTIFICATIONS

American Red Cross – CPR/AED, Certified Expires, January 31, 2020

SKILLS

- Experienced in providing quality patient care
- Proficient in Microsoft Word, Excel and PowerPoint
- eClinicalWorks and experience using electronic medical records
- Excellent communication skills
- Ability to manage multiple assignments and meet deadlines

RELATED EXPERIENCE

Atlantic Allergy, Asthma and Immunology, Ocean, NJ

1/20XX-present

Scribe

- Accurately transcribe patient history
- Prep patient charts, obtain height and weight and chief complaint
- Utilize eClinicalWorks to record patient information and vitals

LEADERSHIP AND ACTIVITIES

Student Government Association (SGA)

Spring 20XX-present

- President-elected by peers to lead student government board

New Student Orientation Leader

June 20XX – July 20XX

- Responsible for helping first year students with the transition from high school to college
- Co-facilitated six groups of 30 students over the course of six weeks
- Counseled students in making class schedules and understanding the University's goals, standards, expectations and opportunities

ADDITIONAL WORK EXPERIENCE

Kings Supermarket, Short Hills, NJ

8/20XX-1/20XX

Cashier

- Greeted customers and ensured a pleasant shopping experience.
- Accurately processed cash, check and credit transactions.



SAMPLE EMPLOYMENT HISTORY



PLAIN:

Applebee's Restaurant, Eatontown, NJ
SERVER

- Served customers, took food orders.
- Learned customer service skills.
- Worked part-time.
- Served as hostess on occasion.



IMPROVED:

Applebee's Restaurant, Eatontown, NJ
SERVER

- Worked with the public in a fast-paced, service driven business environment.
- Successfully handled stressful situations with customers.
- Chosen to assume added responsibility of hostessing.
- Worked 20 hours per week to earn college expenses.



List of Action Words



MANAGING

accomplished
analyzed
attained
consolidated
coordinated
directed
evaluated
exceeded
increased
initiated
organized
produced
scheduled

TECHNICAL

assembled
built
calculated
configured
designed
devised
enhanced
installed
operated
programmed
reduced
repaired
trained

CLERICAL

approved
arranged
catalogued
collected
compiled
distributed
implemented
inspected
monitored
prepared
processed
screened
sorted

COMMUNICATING

addressed
broadcast
convinced
developed
drafted
enlisted
influenced
participated
presented
promoted
proposed
secured
translated

RESEARCHING

collected
consulted
evaluated
examined
identified
inspected
interviewed
investigated
obtained
reviewed
summarized

TEACHING

advised
clarified
coached
communicated
corrected
enabled
encouraged
evaluated
explained
informed
trained

HELPING

assisted
clarified
coached
counseled
demonstrated
educated
guided
mentored
motivated
referred
supported

CREATING

acted
conceived
created
customized
designed
established
illustrated
improved
introduced
planned
performed



THANK YOU!

- Email: careerservices@monmouth.edu
- Phone: 732-571-3471
- In Person: Lower Level of the Stafford Student Center

• HOURS:

Monday – Friday; 8:45am to 5:00pm

Open until 6:00pm on Wednesdays

Website: www.monmouth.edu/career-services/

Always check your MU email.

