

RESUME WRITING GUIDE



Use this guide to help you create a resume that employers find appealing and helpful in identifying candidates' skills and experience.



USU Career Services
careerservices@usuniversity.edu
www.usuniversity.edu/current-students/career-resources

CAREER SERVICES



Career Services at United States University was founded in 2022 as a one-stop-shop for career and professional development. Our services are provided to all USU students and alumni at no additional cost.

Students and alumni can access Career Services by visiting our Career Resources website, emailing careerservices@usuniversity.edu and/or scheduling an appointment online at:

www.usuniversity.edu/current-students/career-resources

MEET THE TEAM



Logann Dolan, MBA, CCSP | She/Her
Career & Alumni Services Specialist

✉ logann.dolan@usuniversity.edu

Logann has over 8+ years of experience in higher education and makes an impact through the exploration of career pathways, offering personality, interests, values, and skills assessments, resume and cover letter reviews, and exposing students and alumni to various career-related resources.

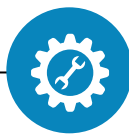


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APPEARANCE & STYLE

Learn about the stylistic and market standards of the 21st century resume design.



BUILD YOUR RESUME

Choose your formatting and create your document based on ATS standards.



THINGS TO INCLUDE

Construct your document using the basic elements and categories of a resume.



WRITING THE CONTENT

Learn how to craft carefully worded bullet points to draw in the reader/employer.



STRONG ACTION VERBS

Create an impact within your bullet points by using strong action verbs.



RESUME SAMPLES

Utilize these resume samples to guide you through creating your own document.

APPEARANCE & STYLE

Resumes follow several formats as you learned on the previous page, but certain elements of the resume have become standard. In this section, you will learn how to create a document that meets the stylistic standards of today's job market.

START FRESH:

Avoid using templates from Microsoft Word, Google, or other sources. Templates contain formatting that an ATS cannot read, causing your resume to be rejected by that system. When creating a resume, always start with a blank document.

- Set your line spacing to 0 pt
- Adjust your margins as needed to be between 0.7-1.0" on all sides
- Choose an appropriate font (Arial, Cambria, Calibri, Georgia, Tahoma, Times New Roman)
- Set your font size to be: 10-12 pt overall, with your name set to 14-16 pt
- Remain consistent with your chosen formatting throughout you entire document
- Utilize underline, *italics*, **bold**, and/or ALL CAPS to stylize and differentiate sections

WHAT NOT TO INCLUDE:

- Photos of yourself on your document (used for international resumes, but not in the US)
- Headers or footers as these can adjust your document settings and overall optimization
- Images, icons, tables, charts, columns and/or borders as these can disrupt ATS parsing
- Personal pronouns (I, me, my) that can indicate your opinion rather than objective facts

CHECK OUT USU CAREER SERVICES PRE-APPROVED AND DOWNLOADABLE RESUME SAMPLES!

GENERAL STUDENT
123-123-1234 * youremail@email.com

EDUCATION
United States University
Bachelor of Arts in Management, Concentration in Business Intelligence
Overall GPA 3.XX/4.00
San Diego, CA
Expected Month 20XX

RELEVANT COURSE PROJECTS
Project Management & Strategic Analysis

- Collaborated with a group of three classmates to design a project campaign for a client in San Diego
- Presented final product and analysis to client using PowerPoint and data collected from surveys

Database Management & Consumer Metrics

- Participated in a group project to digitize and sort incoming customer data for a local marketing agency
- Consolidated data into spreadsheets and forecasted upcoming consumer trends using Microsoft Excel

RELEVANT EXPERIENCE
Hoffstetter Law Firm
Office Assistant
San Diego, CA
June 2018 - Present

- Design firm's internal monthly newsletter in Mailchimp and distribute electronically to staff and clients
- Update firm's website with new information, forms, and links to useful legal resources
- Direct calls through a multi-line phone system to appropriate personnel in order to maintain clear communication between clients and more than 30 staff attorneys
- Organize legal documents by attorney and client in order to increase efficiency in record keeping
- Maintain client confidentiality during phone, email, and verbal communication

COMPUTER SKILLS



Visit the Career Resources website and select from the available resume samples.

Easily download to your computer and customize in MS Word or Google Docs.

BUILD YOUR RESUME

Your resume is a marketing tool written to tell potential employers about your skills, education, and work experience. In this guide, you will learn how to create a resume to attract recruiters and hiring managers based on your field of study.

APPLICATION TRACKING SYSTEMS:

The tools and resources within this resume writing guide align with the standards used by **Applicant Tracking Systems (ATS)**. ATS is a software application that enables the electronic handling of recruitment and hiring needs, which most employers use to screen resumes when you apply for a job online. Failure to follow these guidelines could result in your application being rejected from an ATS.

READ MORE ABOUT APPLICANT TRACKING SYSTEMS (ATS) HERE:

- <https://help.quinnia.io/article/166-applicant-tracking-systems>
 - <https://www.jobscan.co/blog/what-is-an-applicant-tracking-system/>
-

FORMATTING:

Choose a format that suits your needs and those of the job application(s) you are applying to. Choosing the correct formatting and style of resume can help you maximize your content on the page(s) and easily highlight your qualifications.



CHRONOLOGICAL:

The chronological resume format is the most commonly used. Ideal for candidates who want to focus on their work experience because this section sits front and center. Recommended for individuals with a lot of professional work experience and no employment gaps, and those applying to jobs that put heavy emphasis on experience.



FUNCTIONAL:

The functional resume format highlights your skills and training, focusing on the abilities that can make you a great addition to the team, even if you're applying for your first job. Ideal for first-time job seekers, candidates looking to write a resume with no work experience, people changing careers or those with employment gaps.



COMBINATION:

Also known as a hybrid resume, the combination resume format combines the functional and chronological resume formats. Ideal for mid-level job seekers switching to a different industry or reentering the workforce.



CURRICULUM VITAE (CV):

A curriculum vitae (CV) is typically used for academic or research-related positions. It is always longer than a resume, more than one page, and provides comprehensive information related to the field including: publications, research, teaching/instruction, professional affiliations and memberships, etc.

THINGS TO INCLUDE

No matter the industry, it's important to add the basic elements and categories of your resume. Each section should be carefully constructed and considered.

CONTACT INFORMATION:

- Display your name, phone number, and a professional email at the top of the first page
- Use one email address and one phone number in this section
- Use the phone number or email address that you answer the most
- You can also add your LinkedIn URL or an online portfolio URL
- If including an address, only list the city and state (ex: San Diego, CA)

GENERAL STUDENT

123-123-1234 | youremail@email.com | www.linkedin.com/in/yourname

OBJECTIVE OR PROFESSIONAL SUMMARY:

- An objective or professional summary section is not required
- This section should not be used in the place of a cover letter
- Should be indicated directly under your contact information section
- You should tailor this section for your desired internship, part-time job, or full-time position
- Can be used to relate unique knowledge, experience, or skills to a specific role or career type
- Keep your objective or professional summary to no more than three lines

EDUCATION:

- List only the institutions that you did or will receive a degree or certification from
- High School should be removed at the end of Freshman year
- List each institution's name and location (city/state) with the most recent first
- List the month/year the degree was earned or expected, not the start/end date of the degree
- Include the entire name of each degree in progress or earned (*Bachelor of Arts in Management*)
- Do not use an "s" on Associate, Bachelor, or Master degrees
- Indicate any areas of interest, minors, thesis, or specializations
- Include your GPA (if higher than 3.0 or a graduate degree)

EDUCATION

United States University

Bachelor of Arts in Management, Concentration in Business Intelligence

Overall GPA 3.XX/4.00

San Diego, CA

Expected Month 20XX

EDUCATION & CREDENTIALS

Bachelor of Science in Nursing (BSN), United States University, San Diego, CA

GPA 3.XX/4.00

Expected Month 20XX

Registered Nurse (RN), State of California

PALS, ACLS, BLS, First Aid, and CPR (all current)

Completed Month 20XX

THINGS TO INCLUDE, CONT'D

EXPERIENCE:

- Include relevant employment, volunteer work, internships, or graduate assistantships
- Include employer/company name, location (city/state), position title, and dates of employment
- List the most relevant experiences and information first
- Within each section, items should be listed in reverse chronological order
- Use only bullet points and avoid using full sentences, columns, or paragraphs in this section
- Use strong action verbs to talk about your accomplishments and responsibilities in each position
- Be sure to utilize the correct verb tense (past or present)
- Highlight specific information, skills gained, value you provided and any major accomplishments
- Additional experience sections can be created to differentiate relevant experience from supporting/additional experience

RELEVANT EXPERIENCE	
Hoffstetter Law Firm <i>Office Assistant</i>	San Diego, CA June 2018 - Present
<ul style="list-style-type: none">• Design firm's internal monthly newsletter in Mailchimp and distribute electronically to staff and clients• Update firm's website with new information, forms, and links to useful legal resources• Direct calls through a multi-line phone system to appropriate personnel in order to maintain clear communication between clients and more than 30 staff attorneys• Organize legal documents by attorney and client in order to increase efficiency in record keeping• Maintain client confidentiality during phone, email, and verbal communication	

SKILLS OR CORE COMPETENCIES:

- Skills should be limited to industry, technical, and computer related or languages
- All other skills, including human skills or soft skills such as "communication" or "leadership", should be built into bullet points using action verbs and descriptive language
- Items should not be a bulleted list or in columns, instead, listed horizontally on the page

CORE COMPETENCIES
Recruitment: Benefits Management, Sourcing, Employee Onboarding, Greenhouse ATS, LinkedIn Recruiter
Marketing: Search Engine Optimization, SASS, Salesforce, A/B Testing, Google Analytics, Website Development
Technical: Microsoft Office (Word, PowerPoint, Excel, Access, Meet), Google Suite (Drive, Docs, Sheets, Slides, Forms), Mac iOS, Windows OS, Zoom, Microsoft Teams, Graphic Design (Canva, Adobe)
Languages: Fluent in English and Spanish

ADDITIONAL TRAINING & SKILLS
<ul style="list-style-type: none">• Trained facilitator, Open Airways for Schools• Certificate in Forensic Nursing, Decker School of Nursing• NIP-IT completion (Nursing Initiative Promoting Immunization Training)• Languages: Fluent in Spanish and English• Knowledge & Expertise: Quality Nursing Care, Clinical & Communication Skills, Meditech & Cerner EMR Tools, Medical Team Collaboration, Parent Education & Training, Accuracy of Charts & Records, Patient & Family Relations, JCAHO & HIPAA Standards, Lifesaving Interventions

OTHER OPTIONAL SECTIONS:

- Publications, research, course projects, relevant coursework, honors and awards, leadership activities and experience, international experience, languages, etc.
- Items should be formatted consistent with the rest of your document and should not be listed in columns or paragraphs

WRITING YOUR CONTENT

WRITING RESUME BULLET POINTS:

Your document is a marketing tool and should be used to describe your experiences, skills, abilities, and accomplishments. Employers only spend only a few seconds reading through resumes initially, weeding out the candidates that clearly do not give them the information they need. It's important to take your time and clearly write out your content as it suits the job application or position description.

- Easily and clearly provide the employer with a sense of your capabilities so that they can determine whether or not you meet the minimum qualifications
- Use bullet points – not paragraphs – to describe your experiences
- Use numbers to describe your accomplishments (e.g., value of transactions, number of people impacted, etc.)
- Include industry keywords and phrases from the job description that describe your strengths and competencies.
- Highlight technical skills, foreign languages, and other skills that are relevant to the job for which you are applying.

One way to ensure you give them the information they are looking for is to use the following formula when crafting your bullet points.

Strong Action Verb + What you did/How or Why you did it + **Outcome/Results**

Before using the formula:

- Teach new employees customer service skills
- Supervise team members
- Complete monthly reports

After using the formula:

- **Trained** 14 employees in customer relationship management **to ensure a positive customer experience**
- **Supervised and coached** a team of 10+ employees **to promote professional growth**
- **Analyze** sales trends through the execution of monthly reports **sent to corporate**

WHY IS THIS IMPORTANT?

- Descriptive bullets tell the employer that you understand the value of the task that you have completed for a company, a client, etc.
- This indicates that you understand **YOUR VALUE** to an employer because you are completing that task
- It is not necessary to write the “outcome/results” piece for every single bullet point, just be sure to relay your value in other ways by including quantifiable facts such as number of customers served, the ages of children cared for, percentage of sales increased, or amount of money raised in a fundraiser

STRONG ACTION VERBS

Creating strong bullet points starts with selecting strong action verbs. Action verbs, when used correctly can:

- Create an impact when you're delivering information to another reader
- Help your application stand out from other submissions
- Make your resume more "ATS-friendly" to easily pass through online screening software
- Showcase skills and/or industry-specific keywords listed in the job description

ORGANIZATIONAL AND SUPERVISORY TASKS:

Achieved	Consolidated	Evaluated	Instituted	Prioritized	Strengthened
Administered	Contracted	Exceeded	Led	Produced	Succeeded
Analyzed	Controlled	Executed	Managed	Recommended	Supervised
Appointed	Converted	Expanded	Mentored	Reduced	Surpassed
Approved	Coordinated	Headed	Merged	Reorganized	Trained
Assigned	Delegated	Hired	Motivated	Replaced	Traveled
Assisted	Developed	Hosted	Obtained	Resolved	Utilized
Attained	Directed	Improved	Orchestrated	Restored	
Authorized	Eliminated	Incorporated	Organized	Reviewed	
Carried out	Emphasized	Increased	Oversaw	Scheduled	
Chaired	Enforced	Influenced	Pioneered	Secured	
Channeled	Enhanced	Initiated	Planned	Selected	
Completed	Established	Inspected	Presided	Streamlined	

COMMUNICATION TASKS:

Addressed	Contacted	Edited	Joined	Persuaded	Responded
Advertised	Conveyed	Elicited	Judged	Presented	Solicited
Arbitrated	Convinced	Enlisted	Lectured	Promoted	Spoke
Arranged	Corresponded	Expressed	Marketed	Proposed	Suggested
Articulated	Debated	Formulated	Mediated	Publicized	Summarized
Authored	Defined	Incorporated	Moderated	Reconciled	Synthesized
Clarified	Described	Influenced	Motivated	Recruited	Translated
Collaborated	Developed	Interacted	Negotiated	Referred	Traveled
Communicated	Directed	Interpreted	Observed	Reinforced	Wrote
Conferred	Discussed	Interviewed	Outlined	Reported	
Consulted	Drafted	Involved	Participated	Resolved	

CLERICAL OR DETAILED TASKS:

Approved	Communicated	Gathered	Organized	Routed	Transcribed
Arranged	Complied	Generated	Prepared	Scheduled	Updated
Assisted	Completed	Implemented	Processed	Screened	Validated
Catalogued	Corrected	Incorporated	Proofread	Sorted	
Categorized	Dispatched	Inspected	Purchased	Specified	
Charted	Distributed	Monitored	Recorded	Standardized	
Classified	Documented	Obtained	Registered	Systematized	
Coded	Executed	Operated	Retrieved	Tabulated	
Collected	Filed	Ordered	Reviewed	Trained	

STRONG ACTION VERBS CONT'D

TEACHING TASKS:

Adapted	Coordinated	Encouraged	Individualized	Persuaded	Trained
Advised	Counseled	Evaluated	Influenced	Presented	Traveled
Clarified	Critiqued	Explained	Informed	Set goals	Tutored
Coached	Delivered	Facilitated	Initiated	Stimulated	Utilized
Communicated	Developed	Focused	Instilled	Taught	
Conducted	Enabled	Guided	Instructed	Tested	

COMPUTER OR TECHNICAL TASKS:

Analyzed	Compiled	Determined	Maintained	Remodeled	Studied
Applied	Computed	Developed	Operated	Repaired	Trained
Appraised	Conserved	Devised	Overhauled	Replaced	Transported
Assembled	Constructed	Engineered	Printed	Restored	Upgraded
Built	Converted	Fabricated	Programmed	Solved	Utilized
Calculated	Debugged	Functioned as	Refined	Specialized	
Completed	Designed	Installed	Regulated	Standardized	

HELPING TASKS:

Advocated	Cared for	Demonstrated	Familiarized	Provided	Supplied
Aided	Clarified	Diagnosed	Guided	Received	Supported
Answered	Coached	Educated	Insured	Referred	Treated
Arranged	Collaborated	Encouraged	Intervened	Rehabilitated	
Assessed	Contributed	Expedited	Mentored	Represented	
Assisted	Counseled	Facilitated	Motivated	Served	

PERFORMING ARTS AND CREATIVE TASKS:

Acted	Created	Established	Initiated	Modified	Revitalized
Adapted	Customized	Fashioned	Instituted	Performed	Shaped
Arranged	Designed	Formed	Integrated	Photographed	Solved
Composed	Developed	Formulated	Introduced	Planned	Traveled
Conceptualized	Directed	Founded	Invented	Printed	Wrote
Conducted	Displayed	Illustrated	Modeled	Produced	

BANKING AND FINANCIAL TASKS:

Administered	Audited	Calculated	Estimated	Marketed	Researched
Allocated	Balanced	Computed	Forecasted	Planned	Saved
Analyzed	Billed	Developed	Grossed	Projected	Streamlined
Appraised	Budgeted	Earned	Managed	Reconciled	

SCIENCE AND RESEARCH TASKS:

Analyzed	Determined	Explored	Inspected	Organized	Solved
Clarified	Diagnosed	Extracted	Interpreted	Published	Studied
Collected	Discovered	Formulated	Interviewed	Received	Summarized
Compared	Estimated	Functioned as	Invented	Researched	Surveyed
Conducted	Evaluated	Gathered	Investigated	Reviewed	Systematized
Critiqued	Examined	Hypothesized	Located	Saved	Tested
Detected	Experimented	Identified	Measured	Searched	

RESUME SAMPLES

GENERAL STUDENT RESUME SAMPLE - FOR ALL INDUSTRIES:

- Use clear and standard headings for each of our sections
- Ensure all information and experience provided is relevant to the position you are applying to
- Highlight transferrable skills or skills that can be used in all industries
- Tailor your document using strong action verbs and including keywords from the job description

GENERAL STUDENT
123-123-1234 | youremail@email.com | www.linkedin.com/in/yourname

EDUCATION
United States University San Diego, CA
Bachelor of Arts in Management, Concentration in Business Intelligence Expected Month 20XX
Overall GPA 3.XX/4.00

RELEVANT COURSE PROJECTS

Project Management & Strategic Analysis

- Collaborated with a group of three classmates to design a project campaign for a client in San Diego
- Presented final product and analysis to client using PowerPoint and data collected from surveys

Database Management & Consumer Metrics

- Participated in a group project to digitize and sort incoming customer data for a local marketing agency
- Consolidated data into spreadsheets and forecasted upcoming consumer trends using Microsoft Excel

RELEVANT EXPERIENCE

Hoffstetter Law Firm San Diego, CA
Office Assistant June 2018 - Present

- Design firm's internal monthly newsletter in Mailchimp and distribute electronically to staff and clients
- Update firm's website with new information, forms, and links to useful legal resources
- Direct calls through a multi-line phone system to appropriate personnel in order to maintain clear communication between clients and more than 30 staff attorneys
- Organize legal documents by attorney and client in order to increase efficiency in record keeping
- Maintain client confidentiality during phone, email, and verbal communication

COMPUTER SKILLS

- Advanced proficiency in Adobe Suite, Flash, Prezi, Mailchimp, Microsoft Word, and PowerPoint
- Intermediate proficiency in Microsoft Excel, Access and QuickBooks

LEADERSHIP ACTIVITIES

San Diego County Humane Society
Community Development Volunteer

- Increase awareness of new initiatives and donation parameters within the local San Diego County area
- Design brochures, t-shirt graphics, and flyers to market upcoming events to the community
- Developed a new brand for the Humane Society by assessing core values and creating website material

Rancho Bernardo High School
School Fundraising Committee Member

- Coordinate up to 5 fundraisers each year, yielding more than \$25K in funds for underprivileged youth
- Manage more than 40 participants by delegating tasks and keeping events on schedule

ADDITIONAL EXPERIENCE

Dee's Restaurant San Diego, CA
Waiter and Hostess May 2016 - Present

- Determined customer needs through active listening and attention to detail
- Trained 14 new employees in proper customer management and company procedures to ensure a consistent customer experience

NURSING STUDENT RESUME SAMPLE:

- Include any Quality Improvement, Community Health Assessment, and Community Health Promotion projects—Nurse recruiters want to see these!
- When listing licensures, include the state and date in which you achieved them.
- Include job-specific skills that are valuable to the nursing field including your specialty..
- Highlight transferable skills (i.e. customer service skills; ability to multitask; languages).
- When describing the nursing experience, write about the type of facility (such as acute care, outpatient, rehabilitation) and/or caseload and area of specialization.
- Focus on specific tasks for which you are completely responsible on a regular basis (i.e. IV specialist in your unit, go-to person for all critically ill patients, specifically responsible for triaging/checking in patients).
- Describe achievements as well as your job duties, demonstrating how you went beyond your responsibilities to help your employer or department. What did you contribute?

NURSING STUDENT
 San Diego, CA | 123-123-1234 | nurshingstudent@email.com

EDUCATION & CREDENTIALS

Bachelor of Science in Nursing (BSN), United States University, San Diego, CA Expected Month 20XX
 GPA 3.XX/4.00

Registered Nurse (RN), State of California Completed Month 20XX
 PALS, ACLS, BLS, First Aid, and CPR (all current)

PROJECTS

Quality Improvement, Name of Organization, Location 1/XX-Present

- Research and develop a standardized method of communication for report from unit-to-unit transfers

Community Health Assessment, Name of Organization, Location 9/XX-10XX

- Compiled data about the prevalence of obesity in San Diego County and constructed a prevention program

Community Health Promotion and Education, Name of Organization, Location 1/XX-1/XX

- Planned and carried out an exercise promotion presentation to children at the local Boys and Girls Club

CLINICAL EXPERIENCE

Pediatric: Name of Organization, Location 1/XX-1/XX

Cardiac: Name of Organization, Location 1/XX-1/XX

Orthopedic: Name of Organization, Location 1/XX-1/XX

Geriatric: Name of Organization, Location 1/XX-1/XX

Medical/Surgical: Name of Organization, Location 1/XX-1/XX

Maternal and Newborn: Name of Organization, Location 1/XX-1/XX

Psychiatric: Name of Organization, Location 1/XX-1/XX

EXPERIENCE

Nursing Assistant, Name of Organization, Location 1/XX-1/XX

- Assist nursing staff in providing quality care to patients on orthopedic and telemetry units
- Observe patient conditions, measuring and recording food and liquid intake and output and vital signs, and report changes to responsible RN

Mentor, Name of Organization, Location 1/XX-1/XX

- Completed required training, "Advancing Youth Development"
- Met weekly with twelve middle school students to discuss issues such as bullying, leadership and self esteem
- Planned and carried out community service activities with members
- Participated in monthly training sessions held by Cornell Cooperative Extension

Student Intern, Name of Organization, Location 1/XX-1/XX

- Filed medical records, answered phone calls, showed patients to their rooms for office visits
- Observed surgeries and follow-up appointments

Candy Striper, Name of Organization, Location 1/XX-1/XX

- Participated in a 30-hour training session on crisis intervention, bystander awareness, and hospital policies
- Rotated through various hospital departments to gain insight on organization structure and leadership

ADDITIONAL TRAINING & SKILLS

- **Trained facilitator**, Open Airways for Schools
- **Certificate in Forensic Nursing**, Decker School of Nursing
- **NIP-IT completion** (Nursing Initiative Promoting Immunization Training)
- **Languages:** Fluent in Spanish and English
- **Knowledge & Expertise:** Quality Nursing Care, Clinical & Communication Skills, Meditech & Cerner EMR Tools, Medical Team Collaboration, Parent Education & Training, Accuracy of Charts & Records, Patient & Family Relations, JCAHO & HIPAA Standards, Lifesaving Interventions

PROFESSIONAL MEMBERSHIPS & AFFILIATIONS

American Nurses Association | Society of Pediatric Nurses | Oncology Nursing Society 1/XX-Present

BUSINESS STUDENT RESUME SAMPLE:

- Add an optional professional summary quickly summarizing who you are and the value you provide
- Describe achievements as well as your job duties, demonstrating how you went beyond your responsibilities to help your employer or department. What did you contribute?
- If/when listing licensures, include the state and date in which you achieved them
- Include job-specific skills that are valuable to the business field including your concentration
- Highlight industry or sector specific skills (ie. Recruitment, Sales, Accounting, etc.)

BUSINESS STUDENT

San Diego, CA | 123-123-1234 | businessstudent@gmail.com | www.linkedin.com/in/business-student

PROFESSIONAL SUMMARY

- Bilingual professional with more than XX years of experience in recruiting, interviewing, training, and supervising in private and public practices, customer service, critical thinking, and problem-solving skills
- Experienced recruiter with a passion for sourcing talented and qualified candidates to meet desired needs
- Assess systemic problems, design options, and implement innovative solutions in non-profit, small business, and large corporate environments with ease

CORE COMPETENCIES

Recruitment: Benefits Management, Sourcing, Employee Onboarding, Greenhouse ATS, LinkedIn Recruiter

Marketing: Search Engine Optimization, SASS, Salesforce, A/B Testing, Google Analytics, Website Development

Technical: Microsoft Office (Word, PowerPoint, Excel, Access, Meet), Google Suite (Drive, Docs, Sheets, Slides, Forms), Mac iOS, Windows OS, Zoom, Microsoft Teams, Graphic Design (Canva, Adobe)

Languages: Fluent in English and Spanish

RELEVANT EXPERIENCE

Lead Recruiter, Buzzfeed | Los Angeles, CA

Month 20XX - Present

- Led the primary talent sourcing and recruitment efforts for a Fortune 500 company
- Coordinate all travel arrangements and budgetary requirements related to recruitment programs
- Supervise and train a team of 35+ staff recruiters and sources on company policies and procedures
- Maintain up-to-date knowledge of laws, policies, and state procedures on employment and hiring
- Collaborate with executive leadership to determine talent needs and distribute candidates

Executive Assistant, Hoffstetter Law Firm | San Diego, CA

Month 20XX - Month 20XX

- Recruit, interview, train, and supervise 10 law firm interns each academic year, providing a worthwhile internship experience and law career insight to undergraduate students and law students
- Design firm's internal monthly newsletter in Microsoft Publisher and distribute electronically to staff
- Update firm's website with new information, forms, and links to valuable legal resources
- Synthesize the calendars of more than 30 staff members to schedule weekly and quarterly meetings

Summer Intern, Hoffstetter Law Firm | San Diego, CA

Month 20XX - Month 20XX

- Arrange travel itinerary for 5 executive level partners for more than 50 trips throughout the summer
- Direct calls through a multi-line phone system to appropriate personnel in order to maintain clear communication between clients and more than 30 staff attorneys
- Streamlined a project to digitize archived documents and photos for client management database

COMMUNITY INVOLVEMENT

Grant Writer, Growing Hope | San Diego, CA

Month 20XX - Month 20XX

- Developed a new brand by assessing core values and creating an abstract to capture them
- Raised over \$100k through fundraising and community outreach efforts on social media over 3 years
- Author 5-10 grant applications per year marketing the socio-economic, community health, and individual health benefits of community gardening

EDUCATION

Master of Business Administration, United States University | San Diego, CA
Concentration in Human Resources Management | GPA: 3.XX/4.00

Expected Month 20XX

Bachelor of Science in Psychology, San Diego University | San Diego, CA
Minors in Spanish and Marketing | GPA: 3.XX/4.00

Completed Month 20XX

EDUCATION STUDENT RESUME SAMPLE:

- Include all education, certifications, and licensure information along with completion/expected dates
- If/when listing licensures, include the state and date in which you achieved them
- Showcase relevant work history, community involvement, and/or volunteer experience
- Highlight education-related skills (ie. Curriculum Development, Classroom Management, etc.)
- Describe achievements as well as your job duties, demonstrating how you went beyond your responsibilities to help your employer or department. What did you contribute?

EDUCATION STUDENT
abcdegf@anywhere.edu • 757-555-0000 • www.Linkedin.com/studenturl

EDUCATION
United States University,
Bachelor of Education Expected Month 20XX
GPA: 3.39/4.00 | Memberships: American Association for Employment in Education; Eastern Early Childhood Association

- State of Michigan Teaching Certification (Grades K-12), Anticipated June 20XX

STUDENT TEACHING AND FIELD EXPERIENCE

Fort Island Elementary School, San Diego, CA Month 20XX–20XX
Student Teacher, Third Grade: 25 students, including 6 with IEPs,

- Created science resources reinforcing concepts including photosynthesis, rocks, minerals, and cellular respiration
- Integrated Smart Board technology into all academic areas, with an emphasis on math, spelling, and science
- Assessed students' reading comprehension, fluency, and words per minute through Read Naturally
- Supervised a paraprofessional who worked individually with 10+ struggling students with math comprehension
- Managed the classroom by using a music box to reduce noise level and a reward system for positive behavior
- Designed an inquiry-based social studies lesson where students used primary-source documents to explore the rights guaranteed by the First Amendment

Fort Island Elementary School, San Diego, CA Month 20XX–20XX
Field Experience, First Grade: 24 students, including 2 with IEPs, October-December 2018

- Directed students through a writing activity, "I Wish I Were a Butterfly Because....," that resulting in a class book
- Administered and scored an Individualized Reading Inventory and a Standardized Reading Inventory
- Guided students in generating a class graph with a Halloween theme based on measuring candy corn levels

RELATED EXPERIENCE

Girl Scouts of the San Diego County, San Diego CA Month 20XX & 20XX
Camp Counselor

- Monitored the safety and well-being of 35 girls, ages 10-13, during daily camp activities
- Designed interactive activities to meet the social, physical, and educational needs of campers
- Demonstrated communication skills through conversations with parents, camp leaders, and staff members

St. Mary's Middle School, San Diego CA Month 20XX & 20XX
Individual Tutor

- Provided one-on-one instruction for 6th grade student on math and science topics
- Supplemented classroom instruction with structured problems to reinforce course content
- Increased student math and science grades from C+ to A through weekly discussions, course material review, and homework assignments

CAMPUS AND VOLUNTEER ACTIVITIES

President, Anywhere University Choral Society Month 20XX–Present
Treasurer, Future Educators of America Month 20XX–20XX
Volunteer, San Diego County Food Bank Month 20XX–20XX
Student Co-Leader, Alternative Spring Break, Habitat for Humanity-New Orleans LA Month 20XX

- Devoted up to 15 hours per week while maintaining full course load and part-time job
- Refined leadership, interpersonal, and time management skills through direct involvement with organization

RELEVANT SKILLS AND CORE COMPETENCIES

Technical: Microsoft Office Suite (Word, Excel, PPT), Google Suite (Drive, Docs, Sheets, Slides, Forms, Meet), Zoom

Education: Classroom Management, Project Management, Lesson Planning, Conflict Resolution, Standardized Testing, Experiential Learning, Curriculum Development, Student Accommodations, Diversity, Equity, Inclusion, Belonging

ADDITIONAL RESUME TIPS:

- When tailoring your document to specific positions, always highlight keywords from the job description on your document or within your skills section. This will help you get through ATS.
- If your resume is more than one page, be sure to include your name and page number on all subsequent pages in the top or bottom right corner.
- After you create your resume, be sure to proofread and check for any grammar, punctuation, or spelling mistakes.
- Have your resume reviewed by Career Services before applying to any positions to ensure your application is ready to go!
- Before submitting your application, save your document and rename the file to any of the following: "FirstLast_Resume", "First_Last_Resume", "FirstLast_PositionTitle_Application"
- When submitting an application, always save your document and attach the PDF version. This freezes all fonts and formatting so that it looks the same to the intended audience.
- Use both the long and short-form of your degree name when appropriate.

EDUCATION

United States University, San Diego, CA
Master of Business Administration (MBA), *Completed Month, 20XX*

- Update your resume every six months to include new and updated information and experiences.

NEED SUPPORT?

Connect with us!

USU Career Services is here to help. **Schedule an appointment with a Career Staff Member online or email us at careerservices@usuniversity.edu.**



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