

# Resume Guide

This handout serves as a guide for developing resumes. As you develop yours, answer three questions:

1. What do you want to communicate about yourself as a professional?
2. Who is your primary audience and what do they need to know about you?
3. How will they receive the resume (medium: paper, electronic, plain text, modified via an online application system) and what do you need to do to make the most of the medium?

*Use a professional summary if you have extensive work experience.*

*Focus on the employer's needs when developing your resume.*

*Demonstrate relevant skills in the Experience section. Use active verbs. Avoid the use of "I" as this is implied.*

*Spell check and review your resume carefully for errors.*

*A resume is not a complete work history.*

## YOUR NAME

Address  
City, State Zip  
Phone  
E-mail Address

*Use an e-mail address that conveys professionalism.*

## OBJECTIVE (optional)

The objective should be brief and specific to a particular job or career field.

*Increase visual impact through selective use of bold, underlining and capitalization.*

## EDUCATION

**Degree** San Diego, CA  
San Diego State University Graduation date  
May include emphasis, related coursework or projects, and study abroad.  
Overall grade point average if 3.0 or above.  
Transfer Junior College information is optional

## EXPERIENCE

Job Title Dates of employment  
ORGANIZATION City, State

- Describe your responsibilities here, starting with active verbs.
- Make your descriptions energetic and short.
- Present information in reverse chronological order.

*Related activities and service provide a fuller picture of you as a candidate. Include paid and volunteer positions, special seminars, offices held, etc.*

Job Title Dates of employment  
ORGANIZATION City, State

- Bullet format is preferred by many employers.
- Focus on results, skills, leadership, initiative and teamwork.
- Maximize and quantify relevant experience.

## SKILLS

Include foreign language skills. Emphasize computer software knowledge, especially programs relevant for your field. Avoid general descriptors (like "self-motivated"), but include skills specific to the job you are applying for.

*Limit your resume to one page. Use black ink and white or off-white resume paper.*

## OTHER HEADINGS

Choose additional headings that highlight your strengths in areas such as Activities, Leadership, Athletics, Professional Organizations and/or Community Service, indicating your accomplishments and offices held. Do not include personal information such as marital status, age, weight, etc.

*List "References" on a separate sheet using the same heading as your resume, and the title "References."*



Career Services  
Division of Student Affairs

**Career Services**  
Student Services East - 1200  
**(619) 594 - 6851**  
<http://career.sdsu.edu>

# Resume Checklist

Employers spend less than a minute evaluating your resume. Catch their attention by tailoring your resume to meet their needs. Here are some suggestions to help focus your edits. They address the issues of form, function, feedback, and electronic resumes.

## FORM deals with appearance.

- ✓ **Templates:** Avoid resume wizards and resume software templates. They are difficult to edit and do not allow you to present information in the most effective format.
- ✓ **Length:** For college students and recent college graduates, use a one-page resume.
- ✓ **Font:** Choose a basic, easy-to-read font such as Times New Roman, Arial or Helvetica in 10-14 point size. Use black ink.
- ✓ **Paper:** Use 8 ½" x 11" resume-quality paper in a light color such as white or off-white. Buy envelopes and cover letter paper to match your resume.
- ✓ **Spacing:** Margins of 0.7 to 1 inch and double-spacing between headings improves readability.
- ✓ **Layout:** Use bullets, bold, capitalization, and underlining sparingly to call attention to the most important information. Leave some white space to create an uncluttered look.
- ✓ **Format:** Present information in reverse chronological order. Common headings include: Education, Experience, Skills, Activities, and Community Service.
- ✓ **Professionalism:** Eliminate all typos and misspellings by asking other people to proofread.

## FUNCTION conveys an image of you that meets the readers' needs.

- ✓ **Image:** Decide what image you want your resume to communicate. Does it show that you are a leader, a team player, an artist, an innovator, a salesperson, or something else?
- ✓ **Content:** Select three core qualities that define you and are of importance to the position for which you are applying. Make sure that your resume focuses on skills and accomplishments that reflect these core qualities.
- ✓ **Style:** Start off sentences with action verbs to convey enthusiasm and achievement. Sample verbs include: *Advised, Analyzed, Assisted, Coordinated, Created, Developed, Evaluated, Guided, Handled, Implemented, Increased, Led, Maintained, Managed, Organized, Performed, Planned, Presented, Processed, Researched, Served, Sold, Taught, Trained, Wrote.*
- ✓ **Avoid:** Do not list your own web site if it includes personal information. Never reveal confidential personal data such as social security, driver's license or credit card numbers on a resume.

## FEEDBACK allows others to offer ideas for strengthening your resume.

- ✓ **Sources:** Consult Career Services, professors, family, friends, and professionals in your field.
- ✓ **Review:** When you receive feedback, decide if the changes suggested are useful.

## ELECTRONIC RESUMES & TECHNOLOGY

- ✓ **E-mail text resumes:** If you copy the text of your resume into the body of an e-mail, use left-hand justified, plain text format. Avoid using tabs, bullets, underlining, bold, and graphics.
- ✓ **E-mail attachment resumes:** If you e-mail your resume as an attachment, use your name in the document title. Some employers will not accept attachments because of the danger of viruses.
- ✓ **Online resumes:** Follow the directions on the Web site where you are submitting a resume; directions for online submissions vary considerably.
- ✓ **Scanned resumes:** Use key word phrases relevant to the position, employer, and career field. Use capitals, bullets and bold for emphasis. Avoid underlining, graphics, and italics.

# Sample Chronological Resumes

## Carina Career

ccareer@sdsu.edu

5500 Campanile Drive • San Diego, CA 92182 • (619) 594-6851

### OBJECTIVE

To obtain a refugee services coordinator position with a non-profit organization

### EDUCATION

San Diego State University:

**Master of Arts in Sociology** December 20XX

Thesis: *Social Class Perception and Job Satisfaction in Immigrant Populations*

**Bachelor of Arts in Sociology** May 20XX

Minor in Women's Studies GPA: 3.7

- Recipient of Presidential Scholarship 2003-2007
- Dean's List

### EXPERIENCE

**San Diego Youth and Community Services Coastal Community Center** San Diego, CA  
Volunteer Intern: Emergency Assistance Provider Fall 20xx – present

- Provide emergency assistance to the diverse homeless population.
- Listen to and assess each individual's needs.
- Increase service partners' knowledge and use of social service system.
- Refer service partners to various San Diego social service agencies.

**Aztec Adventures** San Diego, CA  
Customer Service Senior Staff Fall 20xx – present

- Manage daily operations of Aztecs Adventures office.
- Provide services to SDSU population.
- Design and create advertisements.
- Maintain daily operational procedures.

**Broadway Twin Theater** Yreka, CA  
Assistant Manager and Projectionist Winter & Summer 20xx

- Promoted after working for two seasons as box office and concession staff.
- Trained and supervised staff.
- Managed lobby, theater and projection booth.
- Developed a new supply ordering system and created Excel spreadsheet.
- Compiled box office and concession reports and prepared daily bank transactions.

### LEADERSHIP AND COMMUNITY SERVICE

Walk of Faith Retreat, **Leader** Fall 20xx  
Intersarsity Christian Fellowship, **Leader** Fall 20xx – Spring 20xx  
South East San Diego Tutoring Project Fall 20xx – Spring 20xx  
SDSU Summer Orientations, **Team Leader** Summer 20xx  
Migrant Outreach Spring 20xx  
Juvenile Hall Literacy Outreach Spring 20xx

### SKILLS

Cross-cultural communication  
Knowledgeable of support services available to new immigrants  
Fluent in Spanish and Tagalog  
Proficient in Microsoft Word, Excel, SPSS and Internet research

## Joseph Career

jcareer@sdsu.edu • 5500 Campanile Drive • San Diego, CA 92182 • 619.594.6851

### EDUCATION

**Bachelor of Arts in Communication** – Professional Communications Emphasis May 20XX  
San Diego State University, San Diego, CA GPA: 3.11

Minor in Business Administration

Relevant Courses: Public Speaking, Marketing, Public Relations, Media Writing

**Associate in Arts in Speech Communications** May 20XX  
Mesa College, San Diego

### SUMMARY

- Bachelor's degree candidate with experience in Sales and Communications
- Extensive experience with Adobe InDesign, Photoshop, Dreamweaver & QuarkXPress
- Exceptional oral and written communication skills
- Proven effectiveness in coordinating and working with teams
- Reputation for achieving results

### EXPERIENCE

**Target Marketing/Group Sales Intern** 1/xx - present  
San Diego Sports Arena

- Research new targeted groups for upcoming shows
- Help create and administer a target marketing campaign for each event
- Update group sales page on website using Macromedia DreamWeaver
- Write group event letter and proposals

**Information Desk Representative** 1/xx - 5/xx  
Aztec Center, San Diego State University

- Answered the telephone in a polite and professional manner
- Directed visitors and students to specific locations and events on campus
- Provided answers pertaining to special events held on campus and general questions about SDSU

**Executive Vice President** 9/xx - 5/xx  
Associated Students (Student Government), San Diego State University

- Managed a given budget of \$35,620 for the entire fiscal year
- Coordinated the Undergraduate Homecoming Dinner & Dance for 600 people
- Designed the layout of the marketing banners and tickets

**Media Relations Coordinator** 1/xx - 5/xx  
Cross-Cultural Center, San Diego State University

- Wrote articles pertaining to multicultural issues and events
- Edited articles written in the monthly newsletter
- Published and distributed the monthly newsletter at SDSU
- Planned student organization meetings and educational events

### ACTIVITIES

**Associated Students Marketing Board:** Cross-Cultural Center Representative  
**Cross-Cultural Center:** Vice-chair

# Sample Functional/Skills & Combination Resumes

## FUNCTIONAL or SKILLS RESUME

### SAM STUDENT

**Local Address**  
1234 Any Street  
Any Town, CA 98989  
(000)000-0000  
Student@mail.org

**After June 1, 20XX**  
456 Clover Lane  
Any Town, CA 90900  
(000) 000-0000

### OBJECTIVE

An industrial sales position with Calais Enterprises

### EDUCATION

**Bachelor of Science in Business Administration, Marketing** May 20XX  
San Diego State University, San Diego, CA GPA: 3.8

**French Language, Culture and Marketing** Fall 20XX  
Study Abroad Program: Université de Paris (La Sorbonne), Paris, France

### RELATED COURSES

Consumer Psychology	Marketing Management
Marketing Principles	Sales Management
Advertising	Writing for Business
Public Speaking	Marketing Research

### RELEVANT QUALIFICATIONS

#### Sales and Promotion

- Won four quarterly awards in stereo component store
- Promoted weekly wine and food specialties as dinner waiter
- Coordinated advertising for fraternity functions
- Directed annual fund-raising activities for youth group

#### Marketing and Market Research

- Developed marketing plan which increased restaurant wine sales by 30%
- Conducted market research project which investigated consumer preferences for personal products and presented results to marketing class
- Developed stereo components displays and reorganized sales floor layout to maximize product visibility

#### Management

- Oriented and trained new dinner waiters at top restaurant
- Supervised youth group activities and fund-raising
- Served as fraternity chairman for spring formal and managed \$10,000 budget

### EXPERIENCE / ACTIVITIES

<b>Salesperson</b> , The Sound Company, San Diego, CA	20xx-present
<b>Dinner Wait Staff</b> , Humphrey's, San Diego, CA	20xx-20xx
<b>Fraternity Officer</b> , Delta Theta Pi, SDSU,	20xx-present
<b>Youth Leader</b> , Community Boys Club, San Diego, CA	20xx-20xx

## COMBINATION RESUME

### MARINA SCIENCE

1234 Cyclotron Drive, San Diego, CA 92110  
619-260-4654 • biocareer@sdsu.edu

### OBJECTIVE

A research assistant position with the Environmental Protection Agency

### EDUCATION

San Diego State University, San Diego, CA May 20XX  
**Bachelor of Science in Biology**, Marine Biology Emphasis  
Minor in Environmental Science  
Mortar Board, Senior Honor Society Member

### QUALIFICATIONS

- Demonstrated commitment to environmental research with seven years of leadership experience.
- Experience in water analysis using standard methods for the treatment of water and wastewater.
- Proficient in utilizing atomic absorption spectrometer, spectrophotometer and GIS.
- Conducted ecological assessment using video transects, electron microscopy, LPS and LOI.
- Knowledge of plankton tow, multicore, box core, CTD, gas chromatography and enzyme assays.

### RELATED EXPERIENCE

**Research Assistant**, Substrate Characterization of Coral Reefs, Mexico 20xx – 20xx

- Identified species and substrate with video transects of various reefs using SCUBA, underwater camera and laboratory analysis
- Conducted sediment and water sampling
- Correlated data to environmental and anthropogenic impacts

**Volunteer**, Manhattan Beach Roundhouse Aquarium, Manhattan Beach, CA Summer 20xx

- Educated public about animals
- Assisted with summer camp and special events for children

**Course Project**, Organic Chemistry Lab at SDSU, San Diego, CA Spring 20xx

- Conducted experiments in team setting
- Collected, analyzed and interpreted lab results
- Composed and submitted lab report

### LEADERSHIP ACTIVITIES

Environmental Protection Group	<b>President</b> (20xx-present)	<b>Campus Liaison</b> (20xx-present)
Earth Day Coalition of New Mexico	<b>Board Member</b> (20xx-20xx)	
Environmental Youth Network	<b>Co-Chair</b> (20xx-20xx)	
Albuquerque Academy Environmental Club	<b>Founder and President</b> (20xx-20xx)	

### AWARDS

President of the United States Environmental Youth Award Winner (20xx)  
Waste Education Resource Consortium, Waste Mgmt. Contest 2<sup>nd</sup> and 1<sup>st</sup> place (20xx and 20xx)

### ADDITIONAL EXPERIENCE

<u>Sales Associate</u>	Express; San Diego, CA	20xx - present
<u>Sales Representative</u>	MCI Small Business; Albuquerque, NM	Summer 20xx
<u>Manager/Head Lifeguard</u>	Tanoan Country Club; Albuquerque, NM	Summer 20xx