Resume Writing: Tips and examples to prepare a great resume

RESUME CHECKLIST

Read the job posting carefully and determine the following:

•	What skills are they looking for? Who are you sending your application to? What relevant skills, experience, qualifications, and education do you have that the employer needs to know about? Choose the type of resume you will use (see examples for descriptions)				
Contac	ct Information				
	Your name at the top, in a larger font and bolded Your current address, phone, and an appropriate/professional e-mail address				
Summ	ary (preferred) Include skills, qualifications, and areas of expertise that tell the employer what you can do and how you fit the position				
	do dila non you in the position				
Object	ive (optional)				
	A brief statement indicating the position to which you are applying				
Educa	tion:				
	Degree and major, Name of college/university, city, state Month and/or year of completion of your degree (if not complete, anticipated date of graduation)				
	GPA (if 3.0 or above) Related courses to the position/job posting Campus activities/involvement, honors, awards, and/or leadership positions on campus				
Experi	ence:				
	Provide only relevant experience that pertains to that job (past 10-12 years) Use bullets to make important points rather than lengthy sentences or paragraphs Begin each bullet with a powerful action verb, and do not use "I" or "my" Describe your accomplishments; provide brief, detailed statements to showcase skills Examples: • Offer customers personalized service by taking and processing food orders in a				
	timely manner.				
	 Assisted manager to develop and lead orientations of 15 new employees. 				
Forma	tting and Finalizing:				
	Use a blank document in Microsoft Word NOT a template				
	One page, in most cases, unless you have extensive experience in that field				
	1 inch margins on all four sides				
	Clear, easy to read, with some white space Only one font type, (Arial, Times New Roman, Calibri), 10-12 point				
	Free of spelling, grammar, and punctuation errors				

Action Verbs

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	Developed	Computed	Illustrated	Inspected	

Dylan M. Jones

1234 Walnut Avenue, Harrisburg, PA 17111 717-555-5555 – <u>dmj8907@hawkmail.hacc.edu</u> **Chronological Resume:** Organized by date. Most recent employer first. Highlights a solid work history, promotions, job titles, and places of employment.

SUMMARY OF SKILLS

Entry-level, professional student completing studies in Marketing and Graphic Design. Knowledge using Social Media outlets to help companies make more connections with specific target demographics. Skilled at creating materials using Adobe Suite and developing newsletters, flyers, and marketing materials, individually or collaboratively with other team members.

EDUCATION:

HACC, Central Pennsylvania's Community College

Harrisburg, PA

Associate in Arts Degree - Marketing

May 2019

GPA: 3.5

Honors/Awards: Dean's List – multiple semesters

Member of Phi Theta Kappa - National Honor Society

EXPERIENCE:

HACC, Central Pennsylvania's Community College Harrisburg, PA

Student Assistant, Test Center

September 2017- Present

- Develop informational marketing materials to promote testing and tutoring centers on campus
- Assist with student placement testing and schedule appointments for counselors
- Answer phone and emails, ensure messages are taken effectively, and respond in a timely manner

Wilmington Community College

Wilmington, DE

Administrative Clerk, Registration and Records Office

Oct 2015- June 2016

- Maintained and updated office Facebook page with important deadlines and other details that benefitted student enrollment process
- Accepted and processed applications, registration forms and payments
- Performed close-out functions for the cash register and credit card machine
- Assisted with administrative, registration and records functions
- Served as the evening campus contact for faculty, students and visitors

SKILLS:

- Social media Facebook, Twitter, LinkedIn, Instagram, Pinterest, YouTube
- Creative software Adobe Suite (Photoshop, InDesign, Illustrator)
- Microsoft Word, Power Point, Excel, Access Type 60 wpm
- Fluent in Spanish and English

PROJECTS/ <u>www.linkedin.com/dylanmjones</u>

WORK: www.dylanmjones.com

BRENT D. MILLER

1641 Willow Springs Lane Enola, PA 17025 (717) 555-5555/bdm1234@hawkmail.hacc.edu Chronological Resume: This healthcare example includes clinical, healthcare, and other experience from previous field.

SUMMARY OF QUALIFICATIONS

- Use radiation safety measures and protection devices in compliance with government regulations for the safety of patients and staff.
- Explain procedures to patients for ensuring their safety and comfort during x-ray examinations.
- Position patients and monitor their conditions during the examination, reporting abnormal signs to the radiologist and/or physician.
- Review and evaluate developed x-rays or computer-generated information to determine if radiographs are satisfactory for diagnosis, without disclosing information to patients.
- Utilize Agfa and Kodak Computed Radiography systems and General Electric Direct Digital Radiography Systems for processing and transmitting diagnostic images to Picture Archiving Communications Systems.

EDUCATION

HACC, Central Pennsylvania's Community College – Harrisburg, PA

May 2019

Associate in Science Degree in Radiological Technology

- Achieved Dean's List status Fall 2018, Spring 2018
- Member of Phi Theta Kappa, National Honor Society

CLINICAL EXPERIENCE

Holy Spirit Hospital, Camp Hill, PA Heart of Lancaster Regional Medical Center, Lititz, PA Jan 2017–Present Sep 2017–Dec 2017

Radiological Technology Student

- Utilize Analog, Direct Digital Radiology, and Computer Radiology X-ray Systems.
- Perform general diagnostic imaging and fluoroscopy procedures on medical/surgical patients
- Perform C-Arm procedures in the operating room and portable X-ray procedures in a patient's room or in the emergency room.

PROFESSIONAL HEALTHCARE EXPERIENCE

Holy Spirit Hospital, Camp Hill, PA

Jan 2013-Present

Radiological Aide

- Perform general diagnostic imaging on outpatient, inpatients and trauma/emergency patients
- Manage film library and Radiologists reading areas
- Assist Radiographer Technologist and communicate with various healthcare departments, physicians and patients.

Memorial Hospital, York, PA

Nov 2010-Aug 2011

Unit Clerk

• Scheduled patients for diagnostic imaging procedures

OTHER PROFESSIONAL WORK EXPERIENCE

Computer Analyst/Programmer, MAC Corporation, Etters, PA 2004-2010 **Associate Engineer**, Millwork Creek Inc., Baltimore, MD 2000-2004

MARILYN A. GONZALES

222 Mount Joy Road Manheim, PA 17545 (717) 555-5555 mag0000@hawkmail.hacc.edu

Functional Resume:

Organized by relevant skills. Does not include dates, job titles, or employer. Good for career changers or those with gaps in employment.

SUMMARY OF QUALIFICATIONS

English and Spanish speaker, able to work in fast-paces office environments. Known for positive demeanor with others and excellent organization and mathematical skills.

Experience

Administrative: Experienced in all phases of administration including:

- Greet customers, answer phones, and draft business letters and emails to provide information and answer inquiries for services
- In charge of filing, copying and mail distribution/processing
- Track and order office supplies, process work orders for equipment maintenance
- Use Microsoft Office Applications to perform daily tasks

Secretarial: As Private Secretary and Administrative Assistant to Sales Representatives:

- Made travel arrangements, including airline scheduling and hotel reservations
- · Worked with various car rental agencies and discount travel programs
- Able to take dictation, transcribe records, type 60 wpm
- Proficient in Microsoft Word, Access, Excel and PowerPoint

Bookkeeping: Performed various bookkeeping and general accounting tasks including:

- Reconciling accounts payable/receivable, and bank statements
- Prepared weekly payroll and recorded general ledger journal entries
- Coordinated management reports from raw data
- Computed accounting documents and reviewed for completeness, accuracy and consistency

Leadership:

- Served as PTA Secretary for Manheim Elementary
- Took the lead to reorganize computerized database accounting data, fundraising efforts and budget management

EDUCATION

HACC, Central Pennsylvania's Community College – Harrisburg, PA - May 2019 (Expected) **Associate in Arts Degree – Communications**, GPA – 3.25

Villanova Business and Secretarial School - Philadelphia, PA Completed Medical General Secretarial Diploma

24 credits earned

Related Courses: Introduction to Communication, Mass Media and Society, Theories of Communication, Small Group Communication, Intercultural Communication, Microsoft Office, Medical Terminology, Medical Transcription, Office Management, Office Machines and Procedures, English Composition, Business Writing, Effective Speaking

Combination Resume: Focuses on functional skills and includes work history with dates, job titles, and employer information.

RAJESH J. PATEL

123 Spring Circle, Lititz, PA 17543 (717) 555-5555 rjp5555@gmail.com

SUMMARY

- Computer Technician/Field Service Technician/Help Desk Technician
- Certification backed by pertinent industry experience
- Able to manage multiple projects, interface effectively with technical and non- technical staff, and deliver excellent customer service

TECHNICAL SKILLS SUMMARY

<u>Hardware</u>: <u>Software Applications:</u> -Installation, Configuration, and Upgrading -Microsoft Office

-Diagnosing and Troubleshooting

-Basic networking
-Fiber Optic and CatSe Cabling Systems
-Preventative Maintenance
-Configure routers, switches, bridges and hubs
-Visual Basic

EDUCATION

HACC, Central Pennsylvania's Community College – Harrisburg, PA May 2013

- Associate in Applied Science Computer Networking Technology
- Earned A+ PC Technician certification
- GPA 3.86

WORK EXPERIENCE

Customer Engineering Technician, AX Systems, Leola, PA

May 2013-Present

- Customer-service and field-maintenance expert for a recognized leader in PC systems and design.
- Install, maintain, repair, service, and inspect electronic equipment.
- Provide help-desk support, including client training, real-time remote diagnostics, repair and quality control.
- Customer feedback revealed 99.8% satisfaction in latest performance review.

Help Desk Support, Sussex Community College, Sussex, MD

Jan 2012-May 2013

- Set-up equipment for staff and faculty; properly installed software and operating system.
- Answered user inquiries about computer software or hardware operation.
- Installed and performed minor repairs to hardware, software, or peripheral equipment.
- Reported major hardware/software problems or defective products to IT director for resolution.

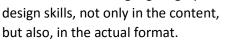
Sales Associate (electronics department), H.H. Gregg, Rising Sun, MD

April 2010- Dec 2011

- Answered customer questions about products, prices, warranty and availability.
- Recommended products to customers, based on customer needs and interests.

Creative Resume: Highlights graphic but also, in the actual format.

NAME





a problem-solving, idea-creating, hard-working, fast-learning

graphic designer

education

Associate's in Graphic Design

Herrisburg Area Community College Herrisburg, PA, Aug 2015 (expected)

accomplishments

President

Society of Student Designer Jan 2014 to May 2015

1st place

Herring's Green Gress Ferm

Logo Contest

Jen 2014

Participant

Juried Art Show

Apr 2013

work experience

Special Olympics of PA, Area M Harrisburg, PA

T-Shirt Designer - Jen 2015 to present Creation of semi-ennual special event shirts

> Golderafter's Corner Harrisburg, PA

Web Designer/Shopkesper - Feb 2014 to Mer 2015 Website creation and maintenance

Dustomer service, shopkeeping, inventory management

Duck Airbrush Harrisburg, PA

Buzinezz owner zince Jen 2014

Art Shoppes, Inc. Hershey, PA

Airbrush Artist - Apr 2011 to Aug 2013

Creation of airbrush appearel on site

Customer service, speed, illustration skills

software & skills

InDexign: Illustrator Photoshop • • 0 0 HTML/CSS •0000

Microsoft Office

Javanoriot.

(Certified Uzer in Word, Excel, PowerPoint, & Access)

development

A Day with Tracic Ching

Herrisburg, PA - Mer 2015

James Victore Day

Herrisburg, PA - Mer 2015

Interdisciplinary Interaction Design Conference

Mileravile, PA - Nov 2014