

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)
 - Chronological
 - Functional
 - Combination
 - Creative

Contact Information

- Your name at the top, in a larger font and bolded
- Your current address, phone, and an appropriate/professional e-mail address

Summary (preferred)

- Include skills, qualifications, and areas of expertise that tell the employer what you can do and how you fit the position

Objective (optional)

- A brief statement indicating the position to which you are applying

Education:

- 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

Experience:

- 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.

Formatting 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

Management	Directed	Designed	Initiated	Monitored
Achieved	Drafted	Devised	Instituted	Operated
Administered	Edited	Engineered	Integrated	Organized
Analyzed	Enlisted	Fabricated	Introduced	Prepared
Assigned	Formulated	Maintained	Invented	Processed
Attained	Influenced	Operated	Originated	Purchased
Chaired	Interpreted	Overhauled	Performed	Recorded
Consolidated	Lectured	Programmed	Planned	Retrieved
Contracted	Mediated	Remodeled	Revitalized	Screened
Coordinated	Negotiated	Repaired	Shaped	Specified
Delegated	Persuaded	Solved		Systematized
Developed	Promoted	Upgraded	Helping	Tabulated
Directed	Publicized		Assessed	
Evaluated	Reconciled	Financial	Assisted	Teaching
Executed	Recruited	Administered	Clarified	Adapted
Expanded	Spoke	Allocated	Coached	Advised
Improved	Translated	Analyzed	Counseled	Clarified
Increased	Wrote	Appraised	Demonstrated	Coached
Organized		Audited	Diagnosed	Coordinated
Oversaw	Research	Balanced	Educated	Demystified
Pioneered	Clarified	Budgeted	Expedited	Developed
Planned	Collected	Calculated	Facilitated	Enabled
Prioritized	Critiqued	Computed	Familiarized	Encouraged
Produced	Diagnosed	Developed	Guided	Evaluated
Recommended	Evaluated	Forecasted	Motivated	Explained
Reduced	Examined	Managed	Referred	Facilitated
Resolved	Extracted	Marketed	Rehabilitated	Guided
Reviewed	Identified	Planned	Represented	Informed
Spearheaded	Inspected	Projected		Instructed
Strengthened	Interviewed	Researched	Organization	Persuaded
Supervised	Investigated		Approved	Set goals
Transformed	Organized	Creative	Arranged	Stimulated
	Reviewed	Conceptualized	Catalogued	Trained
Communication	Summarized	Created	Classified	Motivated
Addressed	Surveyed	Customized	Collated	
Arbitrated	Systematized	Designed	Collected	
Arranged		Developed	Compiled	
Authored	Technical	Directed	Dispatched	
Collaborated	Assembled	Established	Executed	
Convinced	Built	Fashioned	Generated	
Corresponded	Calculated	Founded	Implemented	
Developed	Computed	Illustrated	Inspected	

Dylan M. Jones

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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/ www.linkedin.com/dylanmjones

WORK: www.dylanmjones.com

Chronological Resume: This healthcare example includes clinical, healthcare, and other experience from previous field.

BRENT D. MILLER

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Enola, PA 17025

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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 Jan 2017–Present
Heart of Lancaster Regional Medical Center, Lititz, PA 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

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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-paced 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 24 credits earned
Completed Medical General Secretarial Diploma

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

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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

Hardware:

- Installation, Configuration, and Upgrading
- Diagnosing and Troubleshooting
- Basic networking
- Fiber Optic and CatSe Cabling Systems
- Preventative Maintenance
- Configure routers, switches, bridges and hubs

Software Applications:

- Microsoft Office

Languages:

- HTML
- Flash
- 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 design skills, not only in the content, but also, in the actual format.



NAME

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

work experience

Special Olympics of PA, Area M
Harrisburg, PA

T-Shirt Designer - Jan 2015 to present
Creation of semi-annual special event shirts

Goldcrafter's Corner
Harrisburg, PA

Web Designer/Shopkeeper - Feb 2014 to Mar 2015
Website creation and maintenance
Customer service, shopkeeping, inventory management

Duck Airbrush
Harrisburg, PA

Business owner since Jan 2014

Art Shoppes, Inc
Hershey, PA

Airbrush Artist - Apr 2011 to Aug 2013

Creation of airbrush apparel on site
Customer service, speed, illustration skills

development

A Day with Tracie Ching
Harrisburg, PA - Mar 2015

James Victore Day
Harrisburg, PA - Mar 2015

Interdisciplinary Intersection Design Conference
Millersville, PA - Nov 2014

education

Associate's In Graphic Design
Harrisburg Area Community College
Harrisburg, PA, Aug 2015 (expected)

accomplishments

President
Society of Student Designer
Jan 2014 to May 2015

1st place
Herring's Green Grass Farm
Logo Contest
Jan 2014

Participant
Juried Art Show
Apr 2013

software & skills

InDesign	●●●●●
Illustrator	●●●●○
Photoshop	●●●●○
HTML/CSS	●●●○
Javascript	●○○○

Microsoft Office ●●●●●

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