**RESUME TIPS**

**General Tips**

* Employers spend about 10-20 seconds looking at your resume so stay focused with a clear goal.
* Use employer’s language. Pay close attention to the job postings for which you are applying.
* Make it as easy to read as possible. Instead of paragraphs, use bullets to create powerful accomplishment statements.
* Be clear, concise, and specific. Focus on accomplishment statements that are relevant to your career goals. For example, a restaurant job’s accomplishment statements could focus on customer service, communication, and training; versus food preparation and other tasks.
* It is standard practice to go back 10 years. Highlight related and transferable accomplishments and skills.
* You need perfect spelling and grammar. Take extra time to proof read.
* Stay consistent with format, font, headings, use of bold, periods at the end of sentences (or no punctuation), etc.
* How many pages?
  + Depends on the amount of related experience, length of work history, and the industry.
  + Not a lot of experience? One full page.
  + Sometimes a second page is ok but never more than two pages. Include your name at the top of page two.

**Formatting Your Resume**

**Margins**

* If you need more space you can change your margins. Make sure you do not go any smaller than 0.5” around.
* Typically you want to be between 0.5”-1.0” margins.
* If you change your margins after you set your tabs remember to adjust your tab stops. See How to ste tab stops in Microsoft Word.

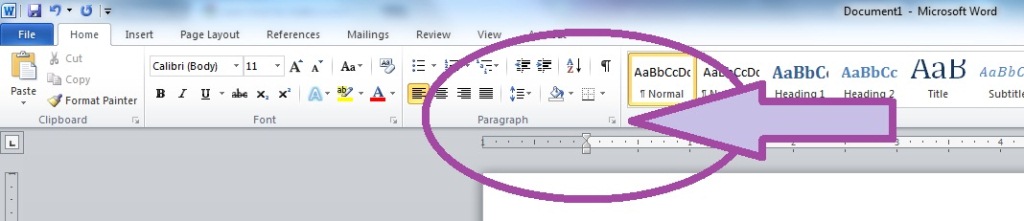
**Font type, size, style**

* Stay consistent with whatever font you choose and use it throughout your resume, cover letter, and reference sheet.
* Keep font size around 11-12 for the body of the resume. Headings can be larger; 13-16.
* Use the bold option sparingly and only on the very important items that you want highlighted such as job titles and degrees.
* Remember that spell check does not work when using all caps. If you use all caps in a heading, make sure everything is spelled correctly. For example: EXPERIENCE, EXPERENCE, EXPERIANCE, is often misspelled. ALWAYS PROOF READ!
* Do not use italics; they are difficult to read and look messy.

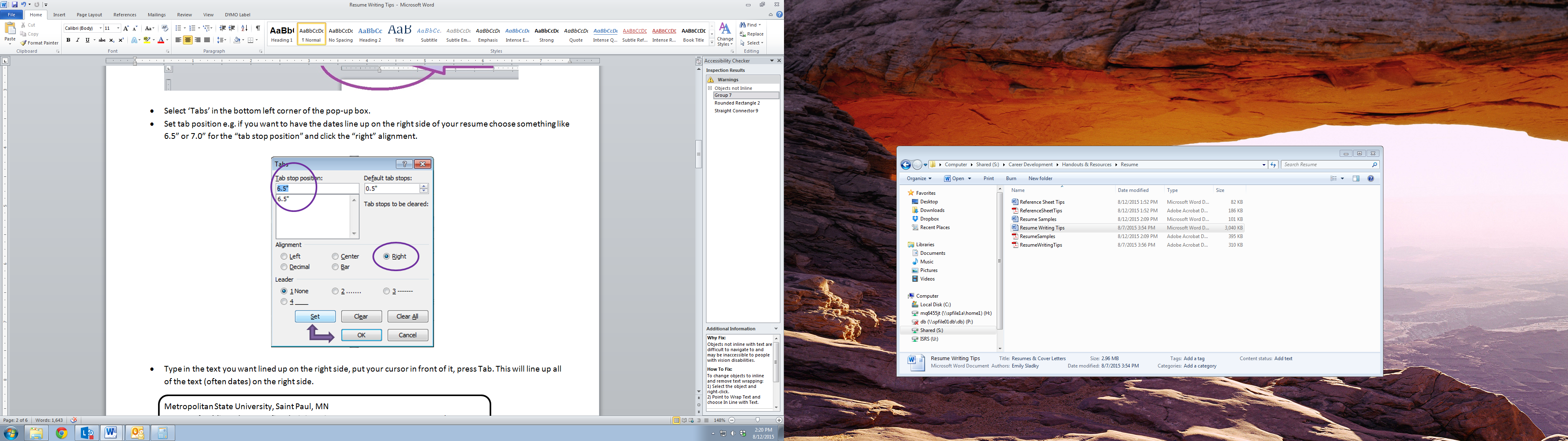
**How to set tab stops in Microsoft Word**

Templates are difficult to edit and can look strange when uploaded to employer websites. It is best to start from scratch with a blank document. If you want even columns or consistent formatting avoid using Tables; instead, set tabs.

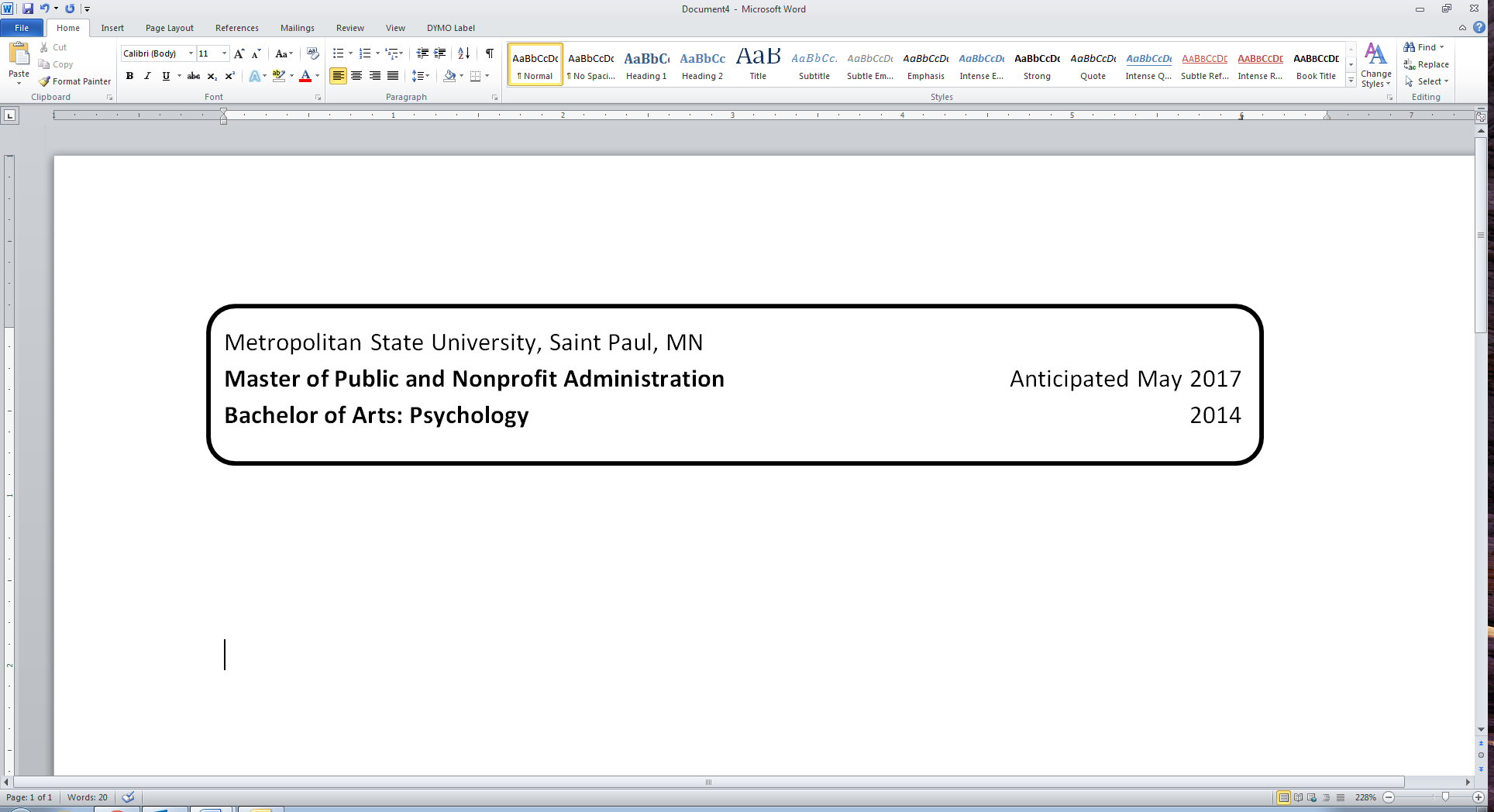
* Select the section you would like to apply tabs (often this is the entire resume.)
* From the Home tab of the Word menu bar select the small square/arrow icon in the Paragraph section.



* Select ‘Tabs’ in the bottom left corner of the pop-up box.
* Set tab position e.g. if you want to have the dates line up on the right side of your resume choose something like 6.5” or 7.0” for the “tab stop position” and click the “right” alignment.



* Type in the text you want lined up on the right side, put your cursor in front of it, press Tab. This will line up all of the text (often dates) on the right side.



**Key Components**

1. **The Header**

This section contains your contact information: Name, phone number, email address, and often your home address. Also include your LinkedIn URL or an online portfolio link. Make sure all information is current and professional. Your email address will ideally include your name rather than an unprofessional nickname and your voicemail message should also be professional and state your name. Using this header on your cover letter and your separate reference sheet will create a sense of cohesiveness in your application materials.

**Header Examples**

**MARIA WALKER**

2400 West 7th Street 651-555-5555

Saint Paul, MN 55105 www.linkedin.com/in/m.walker maria.walker@email.com

**Maria Walker**

2400 West Seventh Street, Saint Paul, MN 55105

651-555-5555 – maria.walker@email.com – www.linkedin.com/in/m.walker

**MARIA WALKER**

651-555-5555 - maria.walker@email.com

MARIA WALKER PAGE 2

1. **Introduction: Summaries, Profiles, Objectives**

A summary statement very quickly tells the employer you have the skills they are looking for and you are qualified for the job. A summary statement, also referred to as a profile, summary of qualifications, or highlights of qualifications, is a brief overview of your background, skills, abilities, and core competencies that are relevant to the job using 3-5 sentences. It may include your role, industries you have experience in, or a critical accomplishment, ie: Awarded top sales manager 3 years in a row. Remember to tailor this section to the position for which you are applying. Be strategic about the words and phrases you choose to describe your skills and abilities.

A summary statement may be used with or without an objective. It is the first item listed on your resume after your contact information. A summary statement varies in how they are formatted. For example some may use only bullets, some may use a paragraph, and others use a combination of a paragraph with a few bullets listing key skill functions.

**Summary/Profile Examples**

**SUMMARY**

Versatile and creative writer with a background in journalism and expertise in business writing to deliver quality, customized material. Excels in meeting deadlines in quick-turnaround settings while providing exceptional client service and clear communication.

**PROFILE**

Highly organized and creative Meeting and Event Planner with five years of nonprofit and corporate

experience. Detail-oriented team member known for excellent communication and listening skills and

building and maintaining strong client and vendor relationships. A poised, self-motivated professional who

enjoys new experiences and challenges. Expertise includes:

* Meeting and Event Planning
* Project Coordination/Management
* Budget Preparation/Control
* Internal Communication
* Supervisory Experience
* Vendor/Supplier Partnerships
* Team Leadership
* Employee Training

**Summary of Qualifications**

Dedicated Master’s Level Counseling Student seeking challenging practicum opportunity. Background includes extensive experience in volunteer and corporate environments with strong interpersonal, communication, and team management skills. Empathetic and intuitive professional who has been recognized for building effective relationships with clients, colleagues, and management.

1. **Education**

Include your formal education, including Metropolitan State University which might be in progress. At some point in your career you might add a section for Continuing Education and Training. Most resumes will list the year of graduation but the year is optional. Some individuals leave it off because it can give away a person’s age. You only need to list educational institutions where you were issued a degree. If you took classes at multiple schools before coming to Metropolitan State you can leave them off. However, if you received your associate’s degree you can list that. Show your education history in reverse chronological order. Include the city and state of the school. If you list dates, make sure you only list the date you received the degree; no need to list a date range. If you have not completed your degree be sure to include your anticipated graduation date. Employers will want to see this. GPA can be listed if it is above 3.0 (or above 3.5 for some industries).

**Education Examples**

**EDUCATION**

Metropolitan State University, Saint Paul, MN anticipated December 2019

**Bachelor of Science: Business Administration**

Minor: Marketing; GPA: 3.75

Inver Hills Community College May 2016

**Associate of Science: International Business**

1. **Experience and Accomplishment Statements**

Also called Work Experience, Professional Experience, Related Experience, or Career History, the experience section features your current and past work (and possibly internship or volunteer experience) as well as your accomplishments. Display your experience in reverse chronological order starting with your most recent position. Include your title, the company name, city and state, and dates you were employed. Do not include supervisor’s name or contact information. You will produce a separate reference sheet.

Accomplishment statements or descriptions should not simply list routine work tasks. This is where you will showcase your related and transferable skills. Try to mention both the action you took and the successful result. Quantify the result where you can to really impress. Numbers give the reader a sense of scope and make your accomplishments concrete and credible. With the exception of your current position, always write in past tense. Start statements with an action verb or a descriptive noun. Never use “I” on a resume.

**Experience and Accomplishment Statement Examples**

Retail Inc., Minneapolis, MN 2014–present

**Assistant Manager**

* Prioritize work of three sales representatives to meet deadlines and increase sales by 15 percent in three consecutive quarters.
* Coordinate over 12 shipping schedules with operations team to deliver product ahead of time by an average of three days.
* Train customer service group to respond in a pleasant and effective way to inquiries and complaints. Resolve 90 percent of customer complaints within 48 hours.
* Oversee the staffing and opening of two new branches at out-of-state locations.

Jefferson Elementary School, Minneapolis, MN 2012-2014

**Volunteer Tutor**

* Worked with a learning-challenged eight-year-old on reading and writing; used flash cards and reading and math assessment tools. Reading speed improved from 20 wpm to 53 wpm in two months.
* Tutored preschool children for school preparation with primary focus on reading, writing, and math, resulting in greatly improved grasp of number grouping concepts and letter recognition.

1. **Other Sections**

If it is relevant to your job search objective, you could include some of the following sections:

* Related Coursework and Projects
* Computer or Technical Skills
* Community Service or Volunteer Experience
* Military Service or Military Experience
* Second Languages
* Honors and Achievements
* Professional Affiliations
* Licensures and Certifications
* Workshops and Conferences or Publications

**Other Sections Examples**

**VOLUNTEER EXPERIENCE**

Pathways Outreach, Saint Paul, MN 2013-2015

**Volunteer Coordinator**

* Provided clear communication to volunteers informing them of their schedule and location assignments
* Presented orientation training to groups of 15-25 young-adult volunteers
* Created marketing materials using Adobe InDesign and Photoshop

**PROFESSIONAL AFFILIATIONS**

Student Member: Society for Human Resource Management (SHRM)

Student Member: Business Professionals of America (BPA)

**TECHNICAL SKILLS**

Microsoft: Word, PowerPoint, Excel, Access; PeachTree Accounting Software

**Resume Samples**

You can find a selection of sample resumes on the Career Center’s website.