

Content

Heading

- Contact information:**
- Email
 - *Include a valid email address.
 - *Avoid using an unprofessional email address.
 - Use a professional email**
 - *Use a valid email address. Check for typos. Make sure it is free of a good faith address.
 - Example: john.doe@hennepin.edu
 - Phone
 - LinkedIn Account

Job Objective

OPTIONAL: A good example of a job objective is: "I am a graduate with a Bachelor's degree in Business Administration. I am seeking a challenging position where I can utilize my skills and contribute to the success of the organization." **research your industry** before you find a job. Be specific about the skills and qualifications you are looking for (e.g.: business degree, a valid certification, career highlights, etc.).

Education

Write out the official title of the degree. (e.g.: Bachelor of Science, Master of Arts).

List in reverse chronological order. Start with the most recent degree and work backwards.

List Education before Experience. Your degree information should appear before your work experience.

Experience


Action verbs should be used to begin each bulleted accomplishment statement/job duty.

Aid in the development of a "detailed" "employee handbook." Use effective methods to address employee behavior. Aid in the development of a "detailed" "employee handbook."

Consistency in entries. Each bullet point should have the same format as the others. 3-5 bulleted accomplishments for each job.

Bullet points were not used. Bullet points are used to list the accomplishments of a job.

Fillable Example



Email

Phone

LinkedIn

Objective:

Core Competencies

Content

Check all that apply.

- | | |
|--|---|
| <input type="checkbox"/> Communication: The ability to communicate effectively, orally and in writing. | <input type="checkbox"/> Teamwork/Collaboration: The ability to work together to achieve a common goal. |
| <input type="checkbox"/> Problem Solving/Analytical Skills: The ability to analyze a problem and determine an effective solution. | <input type="checkbox"/> Innovation and Creativity/initiative: The ability to develop new ideas and solutions. |
| <input type="checkbox"/> Influence: The ability to influence others positively. | <input type="checkbox"/> Technical Knowledge: The ability to apply technical skills. |
| <input type="checkbox"/> Global Issues/Cultural Competence: The ability to understand and appreciate different cultures. | <input type="checkbox"/> Decision Making (Leadership): The ability to make decisions and lead others. |

Fillable Example

Fill in as needed

Where did you develop these skills? (Work Experience, Internship, Co-curricular Involvement, Volunteer, Study Abroad, Classroom Projects, etc.)	Give specific examples of this skill/quality.	How would you write this on your resume?
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Formatting

- | | |
|---|---|
| <input type="checkbox"/> Avoid using a resume template. Make your resume stand out. | <input type="checkbox"/> Omit references and/or the unnecessary phrase "re (es and/). (or the u (y thei m .oigh le upon r). (ques). (t.")TJ, |
| <input type="checkbox"/> Resume is a constant in style and/or formatting. Follow a consistent format. | <input type="checkbox"/> |
| <input type="checkbox"/> Reduce or expand your resume to fit the job. (Length should be 1-2 pages.) | <input type="checkbox"/> |
| <input type="checkbox"/> Spell out acronyms to keep your resume looking formal. (ex: California State University East Bay (CSUEB)) | <input type="checkbox"/> |
| <input type="checkbox"/> Omit all high school information by your sophomore year of college. Focus on college and work experience. | <input type="checkbox"/> |