



# Resume Quick Tips

## What is the purpose of a resume?

- The goal of your resume is to tell *your* story and communicate your qualifications to an employer through your education, paid and unpaid experience, and academic projects and accomplishments.
- Your resume is meant get you an interview (the interview gets you the job).
- It needs to be curated and tailored to specific role – be sure to be intentional about what you are including.
- A resume describes you, your background, and you experience to people who don't know you.

## Let's Get Started!

### Step 1: Reflect

- Think back on your experiences and identify ones that you're proud of, that you learned from, and that prepared you for the position. *This can certainly include on-campus jobs, retail, service industry, and childcare experience!*
- Think back on classes you have taken (or are taking) where you learned skills related to the position. *Reviewing syllabi and projects are a great place to start!*
- Read the job description and identify where you shine! *Pay attention to skills you see repeated.*

## Set Yourself Up for Success!

### Step 2: Format

- Do not use a template – they can be difficult to edit and customize,
- Make it easy to read – avoid colors, borders, graphics, textboxes, and columns. *These make it harder for the reader and confuse applicant tracking systems.*
- Use 11-12 point font and choose one that is easy to read.
- Your margins can be set between .5" to 1" and use your Layout Tab to control the spacing between lines.
- Your name and contact information should be at the top of the page, not in the header. *You do not need to include your address, but you might consider city and state.*
- Be consistent in how you are using **bolding** and *italics*.

## Time to go!

### Step 3: Articulate

- The bullet points on your resume are called *accomplishment statements* and communicate what, how, and why.
- Always start with a verb – *past tense for experiences that are over, present tense for things you are still doing.*
- Experiences that are more related or important to the position might warrant more bullet points than experiences that are not as related to the position.
- Experience in each section need to be listed in reverse chronological order. Start with things you are currently doing and work your way backwards.
- Mirror the language and skills you are seeing in the job description.

## Keep in Mind:

- Everyone, *we mean EVERYONE*, has valuable experience. You can do this!
- Avoid using first person (I, me, my).
- Include study abroad in your education section
- Name sections in the way that best tells your story (Related Experience, Leadership Experience, Academic Experience, Community Engagement, etc.)

Samples are provided for reference only. Do not copy or plagiarize from samples – treat them as examples and inspiration for your own original documents.

## Pat Pilot

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### Profile

Optional section that includes about 3 sentences that introduce yourself and describe your strengths, and frame who you are and what you bring. A basic recipe includes a definition of yourself (A collaborative team member, An effective listener), a list of skills and strengths potentially connected to an experience (demonstrated by involvement in Hall Council) Closes with statement of passion or commitment. Avoid using I, Me, My

### Education

**University of Portland**, Portland OR

May 20XX

*Bachelor of (Arts, Science, Business), Major(s), Minor(s)*

GPA (Optional unless requested)

### Academic Experience

**Name of class, Title of project**

Fall 20XX

- You can use class projects to demonstrate your experience
- This is a good way to show your technical knowledge/skills & transferable skills (teamwork, leadership, etc.)
- It is helpful if the first bullet point is a single statement communicating the project goal
- Then include 2-3 bullet points describing your contributions to the project
- If the project resulted in a presentation, research paper, or technical report include this in the final bullet point

**Sociology Senior Capstone, Juvenile Delinquency Trends in PPS**

Fall 20XX

- Conducted research to identify juvenile delinquency trends in the Portland Public School system
- Entered survey data into SPSS and generated statistical report by neighborhood
- Collaborated with professor, school administrators and Portland Police to brainstorm possible prevention plans
- Presented results and recommendations to school board

### Related Experience

**Position Title, Name of Organization, City, St**

Start date – End date

- Use bullet points to describe your experience
- These are called accomplishment statements
- Accomplishment statements communicate not only what you do/did, but also how or why
- This helps show transferable skills that demonstrate your ability to be successful in a new role

**Sales Associate, Nordstrom, Tigard, OR**

Summers 20XX – 20XX

- Acted as first point of contact by greeting customers and making product recommendations
- Utilized POS system to process sales and collect payments while maintaining a high level of customer service
- Demonstrated ability to multi-task by completing daily responsibilities while remaining available to customers
- Communicated effectively with customers to answer questions and resolve customer complaints

**Volunteer, Red Cross Blood Drive, Portland, OR**

Fall 20XX

- Served up to 30 donors per hour by registering them and ensuring proper completion of paperwork
- Greeted donors and answered questions using strong hospitality skills and providing pertinent information
- Supported donors through recovery by ensuring refreshments were readily available

### Additional Experience

**Member, Franz Hall Council, University of Portland**

Fall 20XX – Present

**Participant, Moreau Center Immersion, Portland, OR**

Spring 20XX

**Child Care Provider, Private Residence, Boise, ID**

Summers 20XX & 20XX