



Resume Writing

RESUME PURPOSE; WHAT IS A RESUME?

A resume is a professional document that details your skills, qualifications, and competencies in a concise manner. Think of it as a formal request for a job interview; your resume is an advertisement for what you can do for an employer, so reading it should make them want to talk to you!

Here are a few general things to consider when building your resume:

- Aesthetics; your resume should be easy to read and formatted cleanly.
- Your skills should be fully described and relevant to the position you are applying for.
- Your resume should be unique and reflect who you are as an individual.

This guide will help you build and polish your resume so that you can land that perfect opportunity!

THE LETTERHEAD

The letterhead will be at the top of all of your professional documents and will include your name and contact information, as well as your LinkedIn URL (if applicable). It's going to be the first thing employers see, so make sure it's eye-catching!

Typically, your name will be a few font sizes larger than any other text on your resume (keep it around 16-18 point at maximum), with your contact information formatted alongside or underneath your name in a compact manner.

Here's an example of what a good letterhead looks like:

Sam P. LeResume

123 Main St. Chicago, IL 60652 – 773-202-4851 – s.leresume@ymail.com

SUMMARY AND SKILLS

A great way to "introduce" yourself on your resume is with a professional summary or summary of your skills. This can be presented in either a catchy, detailed, 2-3 sentence summary or bullet points with what you most want employers to know about what you can do for them. Think of this section as the "trailer for your movie;" it should create an image of what you have to offer as a candidate, with the rest of the content on your resume flowing from it. Make sure the skills you describe are relevant to the position you are looking for.

Here are some examples of a summary of skills or professional summary may look like. Notice the mix of *transferable* ("soft") skills and *specific* ("hard") skills:

Summary of Skills

- Strong communication skills
- Experience with Quicken and QuickBooks
- Proficient in Microsoft Office
- Detail oriented and organized
- Knowledge in Accounts Payable/Receivable
- Excellent team work abilities
- Experience in budgeting/forecasting
- Well versed in multi-tasking

SUMMARY

Calumet College of St. Joseph accounting student seeking employment at a financial institution. Offers experience in Microsoft Excel, Quicken, Quickbooks, and TurboTax.

EDUCATION

If you're a current student or a recent graduate, how you present your education on your resume is very important. The title of the degree you are earning/have earned should be spelled out, as well as the name of the institution, location, and graduation date. If you have not yet graduated, put "Expected:" next to the month and year you anticipate graduating to let the reader know you're still in school.

Consider adding additional information to contextualize your education, such as your GPA (if it is above 3.0), completed coursework, class projects, scholarships, awards...anything that will make you seem like an even better candidate! Remember, *classroom experience is still experience!*

Here's an example of how a Calumet College of St. Joseph student may present their education. Note the additional education listed beneath the CCSJ section; this is totally OK:

Education

Bachelor of Science – Accounting

Expected Graduation: 05/2023

Calumet College of St. Joseph – Whiting, IN

- GPA: 3.9/4.0
- Achieved Dean's List and President's List for 5 out of the last 6 semesters
- Completed coursework in Income Tax Accounting, Fraud Examination, Non-profit Accounting, Statistics and Advanced Accounting
- Gained experience with Quicken, Microsoft Excel, State and Federal Accounting Law, and professional business communications

Associate of Science – Business Management

06/2021

Purdue University Northwest – Hammond, IN

- GPA: 3.8/4.0
- Completed coursework in business communication, organizational management, and leadership

EXPERIENCE AND WORK HISTORY

In most cases, the best way to describe yourself from a professional perspective is to list your previous work experience. This includes paid employment, internship experience, and volunteer work.

For each job or placement, include:

- The company name
- Your job title
- The location of the company (city and state abbreviation)
- The dates from which you worked (if currently employed, end with “present”)

Then, use bulleted statements to describe what you did, how you did it, and what the results were. Each statement should start with an action verb and include as much context as possible about what skills you exhibited. Include at least 2-3 bullet points for each job and try to keep them relevant to what you’re applying for; *how does your past experience help prepare you for your future?*

Experience

Accounting Intern

10/2021 – Present

Dunder-Mifflin Paper Company – Munster, IN

- Prepares daily reports for manager and supervisor using Microsoft Excel
- Reconciles summary statements for customers
- Answers accounting questions from other departments within the company, directing staff to proper team member if necessary
- Processes accounts payable and accounts receivable forms from outside vendors

Team Lead

04/2019 – 07/2021

Menards – Hammond, IN

- Managed and oversaw team of 20 employees through daily, weekly, and monthly checkpoints, meetings, and appraisals
- Maintained detailed schedules for all team members, approving sick and vacation time
- Approved all payroll throughout the team and ensured it was processed monthly
- Trained all new team members on specific products, sales techniques, customer service skills, and Menards policies
- Deescalated and resolved any customer issues that required managerial assistance
- Ensured store cleanliness and enforced Menards face mask policy throughout COVID-19 pandemic

ADDITIONAL CATEGORIES

Do you have more you’d like to talk about on your resume, but it doesn’t fall under education or experience? Consider making subheadings for these topics:

- Leadership and Activities
- Extracurricular
- Professional Associations
- Licenses and Certifications
- Research and Publications
- Military Service

RESUME CHECKLIST AND GUIDELINES

- Keep things formatted consistently throughout the resume. Do not use pre-made resume templates, tables, fancy graphics, or anything that isn't text; keep it simple!
- Fonts should be conservative and easy to read (Arial, Calibri, Verdana, and so on) and kept at 11-12 point, except for your name in the letterhead.
- Subheadings should be emphasized with bold and/or underlined text.
- Dates should be justified to the right side of the page.
- Single-space your resume to make as much room for content as possible. Keep blank space to a minimum.
- Try to keep your resume to one page (two at maximum). If two pages, begin the second page with a subheading, not a bullet point.
- Under each subheading (education, experience, volunteer, etc.), list everything in reverse chronological (most recent first) order, with present experience first.
- Use the third person; no "I" or "Me" statements.
- Don't abbreviate; spell things out (degrees, titles, departments, and so on)
- Margins should be between 0.5 inches and 1.0 inch on all sides and should be equal on all sides.
- Keep your content professional and academic (no personal information) and positive (focus on your strengths).
- Try to avoid listing experience that is 10+ years old.
- Do not include references or put "references available upon request" in your resume. References go in a separate document which employers will ask for if they want.

TAILORING

If you're looking to really take your resume to the next level, consider **tailoring** it to the specific job you're applying for. This means taking key words and phrases directly from the job description and incorporating them into your resume.

Why is this helpful? Recruiters or hiring managers know what they're looking for when reviewing candidates. If a resume specifically includes many of the same skills and competencies described in a job posting, it's much more likely that it will stand out! Larger companies may even use applicant tracking systems to automatically filter out resumes that don't mention certain key words.

Tailoring is easy! *Go through the posting of the job you're applying for like a checklist.* Does the candidate need to know how to use Microsoft Office? Mention in your resume that you used Excel in your finance classes. Does the job emphasize teamwork? Explain how you collaborated with a team of six coworkers at your last job. A well-tailored resume will stand out from the pack and can make it that much more likely that you get an interview with the employer!

SAMPLE ACTION VERBS

Another easy way to make your resume stand out is to use eye-catching action verbs when describing your skills and experience. Rather than saying you “do” or “did” something, spruce things up a bit by using words that are more interesting and that can be industry-specific.

Here are just a few of the many, many action verbs that can make a resume look great:

achieved	administered	adapted	advised
allocated	analyzed	arranged	assembled
assigned	assisted	audited	authored
briefed	budgeted	built	calculated
catalogued	chaired	charted	classified
collaborated	collected	compiled	completed
composed	computed	conducted	consolidated
constructed	consulted	contracted	controlled
coordinated	corresponded	counseled	critiqued
delegated	delivered	demonstrated	designed
detected	determined	developed	devised
diagnosed	diagrammed	directed	discovered
distributed	documented	drafted	edited
effected	eliminated	employed	enforced
ensured	established	evaluated	examined
executed	expanded	expedited	experimented
explained	facilitated	filed	formulated
founded	generated	guided	handled
hosted	identified	illustrated	implemented
improved	increased	initiated	inspected
installed	instituted	instructed	interpreted
investigated	launched	lectured	led
logged	maintained	managed	marketed
measured	mediated	mobilized	monitored
negotiated	obtained	operated	ordered
organized	oversaw	participated	performed
planned	prescribed	presented	processed
produced	profited	programmed	promoted
proofed	provided	purchased	raised
recorded	recreated	recruited	reduced
referred	registered	regulated	rendered
reorganized	repaired	represented	researched
restored	reviewed	revised	scheduled
simplified	sold	strengthened	studied
supervised	supplied	taught	tested
trained	translated	typed	wrote

Alex M. Accountant

123 Main St. Hammond, IN 46320 | 555-473-4906 | alexaccountant@ymail.com

Summary

Calumet College of St. Joseph student currently studying for Bachelor of Science degree in Accounting. Experienced with relevant software such as Quicken and Microsoft Excel. Seeking full-time accounting position in which frequent interdepartmental communication is emphasized.

Education

Bachelor of Science – Accounting

Expected Graduation: 05/2023

Calumet College of St. Joseph – Whiting, IN

- GPA: 3.9/4.0
- Dean's List in Fall 2021, Spring 2022, and Fall 2022 semesters
- Completed coursework in Income Tax Accounting, Fraud Examination, Non-Profit Accounting, Statistics, and Advanced Accounting
- Gained experience with Quicken, Microsoft Excel, State and Federal Accounting Law, and professional business communications

Experience

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10/2021 – Present

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Team Lead

04/2019 – 07/2021

Menards – Hammond, IN

- Managed and oversaw team of 20 employees through daily, weekly, and monthly checkpoints, meetings, and appraisals
- Maintained detailed schedules for all team members, approving sick and vacation time
- Approved all payroll throughout the team and ensured it was processed monthly
- Trained all new team members on specific products, sales techniques, customer service skills, and Menards policies
- Deescalated and resolved any customer issues that required managerial assistance
- Ensured store cleanliness and enforced Menards face mask policy throughout COVID-19 pandemic

Team Member

06/2017 – 03/2019

Target – Munster, IN

- Assisted customers by answering their questions and helping them find specific items
- Demonstrated excellent customer service abilities when greeting customers
- Stocked shelves and took inventory on daily basis and reported to team lead