

# Resumes

*Note: This document should only be used as a reference and should not replace assignment guidelines.*

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A resume has one purpose: to get you an interview. It should be one page and formatted to be scanned by a reader in fewer than 15 seconds. A resume is your first impression.

## General Guidelines

- Research the employer's standards and expectations; then include information that fits the job description.
- Mirror both the *organization* of the job description in your resume (including the information they list first early in your resume, for example) and the *word choice* of the description in your bullet points.
- Be confident and honest. Do not exaggerate, change dates, or fabricate job experience.
- Revise your resume for each job you apply for. Your resume should present a narrative of experiences that seem to lead to the job you are applying for.
- Proofread carefully and have someone else check your resume for consistency and mistakes.

## Content

### Contact Information:

- Your professional name, address (city and state), full phone number, and professional email address

### Education:

- Most recent school name, location, and degree.
- **Optional information:**
  - Graduation date: can be omitted to avoid age discrimination, but can also work to your advantage if you have a recent degree in a quickly-changing field
  - Major and minor, if relevant to job description
  - GPA, if strong or required
  - Awards or other distinctions
  - Other schools attended before your degree-granting institution

### Experience-based Resume:

If you have strong work experience in the field, your experience may appear above your education.

- In headings, include the name of the organization, location, your position, and dates.
- Include positions, both paid and volunteer, that are relevant to the job description.
- Include only relevant accomplishments to craft a "narrative" of how your previous experience has led to this position.
- Begin each bullet with an action verb and follow with specific numbers and details.
- Echo the language of the job description in your accomplishments.
- Avoid using abbreviations and acronyms; use full names for the benefit of computer recognition.

### Skills-based Resume:

A skills-based resume is a good option for applicants with employment gaps or for those who want to change fields or who have little experience.

- Base this type of resume around specific skills named in the job description rather than a chronological list of jobs.
- Bullets describe projects or accomplishments within the skill.
- Some skills-based resumes list employment history under the skills section.
- Again, echo the language in the job description and be specific.

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## Format

- To help organize your document and keep everything in line, you can use Microsoft Word's table function. Just input the information you want and turn the border white so it is not visible.
- Choose fonts that are easy to read both online and in print. You can use two fonts to contrast headings and body text.
- Italics and bold may be used for headings. White space can be used for emphasis around sections.
- Be consistent. Use the same style for all headings and the same style for all body text.
- Color can be used for emphasis, but if the company is printing off your resume from a digital copy it may cause problems with legibility.

### Chronological resume

### Skills-based resume

## Kelly Williams

107 Lewis Parkway, Washington, D.C. 22036 · (202) 823-3871 · k.williams@gmail.com

### Experience

**Teacher's Aid, Basic Writing Composition, Georgetown**  
Washington, D.C., 2003-present

- Teach college composition to two classes of 23 college students
- Develop and implement daily lesson plans based on a core curriculum
- Conduct four group and individual weekly study sessions
- Oversee five graders and grade weekly assignments

**USU Writing Center, Peer Tutor, Utah State University**  
Logan, UT, 2002-2003

- Worked one-on-one with student writers to develop basic writing techniques
- Trained small group of tutors and facilitated group projects
- Supervised tutors in the preparation of grammar handouts for publication

**Borrowed Earth, Editor, College Literary Journal, Utah**  
State University  
Logan, UT, 2001-2003

- Selected, formatted, and edited over 25 texts for publication
- Gained proficiency in QuarkXPress, Microsoft Publisher, and Java

### Education

**Georgetown University, Bachelor of Arts in English**  
Teaching

- Washington, D.C., Projected Graduation: Apr. 2005
- GPA 3.82.
- Sigma Tau Delta Distinction (International English Honor Society)

**Utah State University, Associate of Arts in Rhetoric and**  
Composition  
Logan, UT, 2000-2003

## Sonya Henderson

1068 West 1750 South, Orem, UT 84058 shenderson@walmart.com (801) 586-5363

### Skills

#### Logistics Management

- Manage supply chain processes for Walmart with over 98% accuracy
- Balance country product service level and inventory turn levels, maintaining a top-five country forecasting ranking

#### Leadership

- Supervised 25 night-shift grocery store employees, meeting all in-store goals for inventory and cleanliness
- Acted as team leader for preparation of quarterly inventory reports for 3 quarters
- Taught English to groups of 15-30 students in Hong Kong

#### Client Relations

- Developed distributor relations module, reducing complaints by 12% in one year
- Resolved over 70 distributor complaints in one year

### Experience

**Operations Manager, Wal-Mart** Apr 2003 - Present  
Provo, UT

**Night Shift Supervisor, Albertsons** Sep 2001 - Mar 2003  
Provo, UT

Aug 2001 **Distributor Relations, Shopee Enterprises** May 1999 -  
Saratoga Springs, NY

### Education

**Accounting, BS, Skidmore College** 1993 - 1997  
Saratoga Springs, NY

**Awards:** Ranking Young Business Leader Scholarship  
1995

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