

RÉSUMÉ 101



What is a Résumé?

- Marketing tool tailored to a specific job
- Snapshot of past experiences, professional accomplishments and qualifications
- Living and breathing document that showcases accurate information

The Basics

There are exceptions to every rule, but here are general guidelines to get you started:

- Have a master résumé (a document that lists all of your experiences and qualifications) that you use to populate your tailored résumé
- Use the job description to help you tailor résumé header and content
- Proofread—Always check for spelling and grammar errors
- Avoid using abbreviations and slang
- Objective statements are optional
- Remove hyperlink when listing your email address in the header
- Do not mention your references on your résumé—they get their own page
- Avoid the use of personal pronouns (I, me, etc.)
- After sophomore year, only college experiences should be on your résumé (unless your high school experience is uniquely relevant to the position)

Formatting

- No more than one page
- Maximize space by decreasing margins to half an inch
- Choose a clean and easily readable font, size 10-12pt
- Consistency is key—be thorough but concise (If you use bold for all of your main headers, make sure all main headers are bolded)
- Save as a .pdf and name the something professional (i.e. – Ima Knight Résumé.pdf)

Experience Sections

These could consist of...

- Customized headings: Headings such as Experience or Relevant Experience are vague and don't enhance the marketability of your experiences. Frame how you want your experiences to relate to the position in which you are applying by creating stronger, specific headings (i.e. Marketing Experience, Research Experience, Campus Involvement, Leadership Experience, etc.)
- Organize your Experience sections by which experiences are most relevant to the position to which you are applying. Within those sections, be sure to utilize chronological order (most recent position to least recent)

Accomplishment/Bullet Statements

Show the employer what you have accomplished. Try this formula: Skill Verb + How + Why/Results

- **Skill Verb:** Use active skill verbs and avoid using phrases such as responsible for, assisted, helped, or duties included.
- **How:** Show the reader how you demonstrated the skill. This could include what, how and/or with whom the skill was applied.
- **Why/Results:** Provide why you used the skill and the outcome. Quantify when you can (How much, how many, outcomes?)

Example Statements

Implemented advanced assembly procedures to increase production rate by 10%, reducing turnaround time from six to four days

Collaborated with Committee Members in order to plan five programs over the course of a semester for 60 residents, covering topics related to academics, health and wellness, and civic engagement

Belle Armine

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EDUCATION & HONORS

Bellarmine University; Louisville, KY

Expected May 2018

Bachelor of Arts in Communications; Minor: Psychology

GPA: 3.5/4.0

- Dean's List: 4 semesters
- Monsignor Horrigan Scholarship Recipient

MARKETING EXPERIENCE

Mainline Broadcasting: 99.7 WDJX – FM; Louisville, KY

January 2016 – May 2016

Intern

- Contributed to the Promotion Department's programming activities at 12 on-location events
- Assisted on-air personalities' research and organization for radio broadcasts
- Created over 100 commercials and public services announcements with the production team
- Developed station contests and promotions

ADDITIONAL EXPERIENCE

Starbucks; Louisville, KY

June 2016 – Present

Barista

- Provide excellent customer service to over 500 customers daily in a fast-paced environment
- Train new employees on various store equipment, technologies, and processes
- Execute a variety of processes and follow detailed recipes to fill customer orders

Macy's Department Store: Oxmoor Mall; Louisville, KY

June 2015 – May 2016

Sales Associate

- Maintained sales floor, stock area, and fitting room to present a clean and convenient shopping environment
- Utilized product knowledge and implemented sales strategies to promote repeat customer base
- Placed promotional ads and rearranged floor products to increase sales and effectively display merchandise

LEADERSHIP & INVOLVEMENT

Bellarmine University Soccer Team, *Student Athlete*

August 2014 – Present

- Team Captain (2016)
- Lead tours of athletic facilities to prospective student-athletes and their families
- Learn and execute the policies and procedures governed by the NCAA

Bellarmine Phi Mu Sorority, *Member*

August 2014 – Present

Bellarmine Office of Residence Life: Petrik Hall, *Resident Assistant*

August 2015 – Present

- Coordinate monthly events and create promotional campaigns for 32 residents
- Demonstrate problem-solving and conflict resolution skills to mediate residential matters
- Manage administrative tasks such as facility requests, incident reports, and room inspections

Bellarmine Activities Council, *Member*

August 2016 – May 2017

- Finance Chair (2016 – 2017)
- Manage budget accounts for numerous areas of the Activities Council to ensure the organization is spending within given allocation
- Strengthen interpersonal and teamwork skills through collaboration with executive board members to execute campus-wide events that foster community and tradition

Kentucky Humane Society, *Pet Helpline Volunteer*

March 2014 – May 2015

- Answered calls assigned by the Helpline Coordinator from the public to walk the caller through possible solutions to their problem