

Resume Development Best Practices



What makes a great resume?

- **Tailored to reflect the scholarship you are applying for**
- **Considers the perspective of the evaluator**
- **Describes the value you will bring to an organization**
- **Well organized and easy to read**
- **Reflects your personal brand and your accomplishments**



ELEMENTS

Contact Information | Education | Work/Volunteer
Activities | Honors & Awards | Extracurricular
Skills & Certifications | References



Contact Information



Create a header that you can also use on your cover letter to show brand consistency

- Email address - create a new one specifically for job searches
- City and State - no street address necessary
- LinkedIn Hyperlink – if the student possesses one

CONTACT INFORMATION EXAMPLES

EMILY BLUNT

PROFESSIONAL TITLE HERE

CONTACT

🏠 Foch Street Maryville, BT 25965
☎️ (826) 96542389
✉️ youremail@mail.com
in LinkedIn.com/in/Username

PROFILE

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum condimentum congue semper. Pellentesque nec pharetra sapien. Suspendisse ullamcorper tempus neque quis consectetur. Donec eu est augue. Aenean congue elit mauris, vitae tempor justo maximus quis. Duis quis dui neque. Cras accumsan lorem sed erat tempor lacinia. Interdum et malesuada fames achas.

ZACH FOSTER

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Elizabeth Holmes

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Education



Put this information near the top of your resume with coursework of note and GPA.

- School Name - Be sure you have the full name
- Coursework - Include any honors or special classes
- Academic Honors - AP Scholar, Honor Roll, etc.
- City, State -
- Month and Year - Start and End/ Month and Year the degree was/will be earned.

EDUCATION EXAMPLES

EDUCATION

BROWN UNIVERSITY

St. Providence, RI

Bachelor of Arts in Finance (May 2009)

SAN ANTONIO COMMUNITY COLLEGE

San Antonio, TX

Associate of Arts Business (May 2007)

EDUCATION

San Francisco State
University

San Francisco, CA • 03/2014

BBA: Accounting And Business
Management

Education

2007-09 - Baylor University Louise Herrington School of Nursing,
2011-01 Bachelors of Science in Nursing

Coursework includes classroom and clinical on nursing care for adults and children, including women during the reproductive process.

Certificates

2015-05 Basic Life Support (BLS) - The American Heart Association

2015-01 Certified Pediatric Nurse (CPN) - Pediatric Nursing Certification Board

2014-10 Certified Registered Nurse Anesthetist (CRNA) - American Association of Nurse Anesthetists

Licenses

2011-02 Registered Nurse (RN): 2263731 - Nurse License Compact (NLC), Maine State Board Licensing

EDUCATION

UNIVERSITY OF UK

Toronto

2010 - 2012

COLLEGE OF ART

New Ark

2006 - 2010

- Master in Web Develop
Customer-oriented Graphic Designer with strong history of leading high performance team to meet or exceed objectives. Dedicated and hardworking with internal drive to deliver excellence.
- Bachelor in Graphic Design
Customer-oriented Graphic Designer with strong history of leading high performance team to meet or exceed objectives. Dedicated and hardworking with internal drive to deliver excellence.



Work Experience



Begin with the most recent position if you are using a chronological resume.



- Company / Position / Start and End Month & Year (format like education)
- List accomplishments (action verbs) – with brief job descriptions
- Show progressive responsibility
- Present tense for current work and past tense for work previously done
- Include Intern and Externships here

EXPERIENCE EXAMPLES

WORK HISTORY

IT PROJECT MANAGER | 03/2016 to Current Rauxa - Austin, TX

- Collaborated with business users, technical teams, database administrators and testing teams, to analyze, gather, and validate requirements such as kickoff meetings, joint application designing and planning sessions.
- Developed project plans and managed project scope for all projects, using specific methodologies to guide projects from conceptualization to implementation and maintenance.
- Managed and motivated project teams to promote collaboration and keep members on-task and productive.

TECHNICAL PROJECT MANAGER | 01/2013 to 02/2016 Corra - Austin, TX

- Adjusted project plans to account for dynamic targets, staffing changes and operational specifications.
- Monitored contracts and service level agreements to identify potential risks and implement mitigation actions to protect development process from unforeseen delays and costs.
- Analyzed projects to determine resource requirements and procured necessary equipment and software.

ASSOCIATE PRODUCT MANAGER | 08/2009 to 12/2012 WuXi AppTec - Austin, TX

- Consulted with product development teams to enhance products based on customer data.
- Managed minimum of 25 projects each year while maintaining adherence to budget, schedule and scope requirements.
- Developed standard operating procedures and document workflows for current and future process steps.

WORK EXPERIENCE

Principal Security Consultant NCC Group

11/2016 - Present

Achievements

- Tested web applications, mobile apps, networks, sandboxes, kernel components, custom client-server applications, hardware, firmware, stand-alone applications, and more for security weaknesses with a 100% accuracy.
- Researched security issues and presented information via speaking at conferences.
- Wrote whitepapers that have been an asset for the company's B2B blog.
- Developed and implemented new security tools that are now used across the whole business group.

Natural Language Processing Engineer Hello Soda

01/2012 - 09/2016

Achievements

- Built information extraction and text understanding pipelines, using statistical and machine learning techniques, to identify consumer insights from multilingual unstructured data.
- Coordinated effectively a team of 8 members with skills in engineering and design.

Software Analyst WINData Group

08/2008 - 12/2011

Achievements

- Reviewed code and assessing the impact of submitted changes.
- Assisted in the identification and development of tools for static code analysis.



Volunteer / Extracurricular Activities



Choose to include those that are relevant to the position or that show a valuable competency.

- Event / Role / Month & Year
- List accomplishments or Special Achievements
- Choose ones that show soft skills

Volunteer/Work Experience Example

RENE BOYLES

example@example.com | (415) 555-5555
123 Main Street, Houston, TX 77002

PROFESSIONAL SUMMARY

Skilled Petroleum Operator proficient in equipment upkeep, product delivery and documentation. Eager to bring experience and abilities to support production needs at petroleum company.

SKILLS

- Extremely organized
- Risk management processes and analysis
- Data analysis
- HAZMAT and Tanker endorsement
- Equipment Maintenance
- Process implementation
- Self-motivated

WORK HISTORY

Petroleum Pump System Operator | Valero Energy Corp. - Houston, TX *07/2015 - Current*

- Calculate test result values, using standard formulas.
- Collect product samples by turning bleeder valves, or by lowering containers into tanks to obtain oil samples.
- Plan movement of products through lines to processing, storage, and shipping units, utilizing knowledge of system interconnections and capacities.
- Read and analyze specifications, schedules, logs, test results, and laboratory recommendations to determine how to set equipment controls to produce the required qualities and quantities of products.

Petroleum Operator | Occidental Petroleum - Houston, TX *04/2011 - 07/2015*

- Controlled manifold and pumping systems to circulate liquids through a petroleum refinery.
- Monitored process indicators, instruments, gauges, and meters in order to detect and report any possible problems.
- Operated control panels to coordinate and regulate process variables such as temperature and pressure, and to direct product flow rate, according to process schedules.
- Performed tests to check the qualities and grades of products, such as assessing levels of bottom sediment, water, and foreign materials in oil samples, using centrifugal testers.

EDUCATION

Houston Community College - Houston, TX *2011*
Associate of Science: Engineering Science

Skills, Certifications & Competencies



Do not use personality descriptors, focus on provable attributes and skills

- A skill is something that you have been trained to do/developed and can be listed in a separate section
- Competencies are usually proven and mentioned under your work experience or volunteer experience and can be best highlighted in the interview
- Certifications can be listed separately, but if they are critical to the position you are applying for, be sure they are noticeable, or with education or work experience

High School Resume Example

HIGH SCHOOL STUDENT RESUME

Youremail@gmail.com

Phone

City, State

LinkedIn URL, Website

Motivated student (3.6/4.0) who demonstrates strong work ethic and creative ability. Seeking to apply my graphic design skills and artistic drive as a summer intern at your company. Will leverage proven experience as a competent designer to contribute to company goals and needs.

EDUCATION

Santa Monica High School, Santa Monica, CA

Senior

- **GPA:** 3.6 / 4.0
- **Relevant Coursework:** Intro to Graphic Design, AP Art, Yearbook, Computer Applications
- **Honors:** Member of the National Honors Society and National Art Education Association
- **Clubs:** Yearbook Club, Santa Monica Newspaper, Spanish club

MAJOR ACHIEVEMENTS

Yearbook Club

Yearbook Design Team Lead

2015 - Present

- Created a Yearbook logo designed to incorporate school mascot and colors; opted to use coated paper in 2016, which improved photo quality and increased profits by 5%
- Arrange all club photos and pages to correspond to yearbook theme
- Trained and supervised 2 sophomore students in graphic design

Santa Monica Newspaper

Graphic Designer

2015 - Present

- Procured advertising for school paper, saving organization 25% in costs
- Edited and curated photos used for school paper; increasing readership by 15%
- Custom design page layouts to fit articles, photos, and advertisements into strict format
- Contributed to school's online publication by designing page layouts to accommodate mobile screens

ADDITIONAL SKILLS

- Proficient in Photoshop and Adobe Creative Suite
- Basic knowledge of HTML
- Basic knowledge of Adobe Dreamweaver
- Great photographer
- Keen eye for aesthetics with good understanding of image gradients
- Intermediate speaking level in Spanish

AWARDS, HONORS, AND HONORARY MENTIONS

- Nominated for Macmillan Prize for Illustration in 2016
- Submitted artwork to Ocean Awareness Student Art Contest 2016
- Came in 2nd place in the Applied Arts 2016 Student Awards for submitting graphic design work under the category of Advertising



Office of Admission

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