

RÉSUMÉ TIPS

A résumé is a brief (1 - 2 page) summary of your past experience, educational background and skills. It markets your qualifications and skills to a specific employer with whom you are seeking employment and helps you obtain an interview.

FORMAT OPTIONS

Chronological (sample, p. 5)

Use this style when experience/education/activities are strong and relevant to your objective; previous job titles or company names sound impressive; job history shows growth or emphasizes career-related accomplishments. (*Warning: It makes non-impressive job titles and frequent career path changes clearly visible.*)

Functional or Skills-based (sample, p. 5)

Use this style to deemphasize irrelevant job titles and work history in order to draw attention to transferable skills. Draw on all sources of experience (jobs, volunteering, activities and coursework) to describe skills. (*Warning: It draws attention to an absence of related experience.*)

Combination (sample, p. 6)

Combine aspects of chronological and functional formats to emphasize both work history and skills/accomplishments equally.

SUMMARY OR HIGHLIGHTS OF QUALIFICATIONS

The Summary should be 3 - 5 bullets that “present an overview of your experience, accomplishments, talents, work habits, and skills that specifically align you to the position of interest.

Summary of Qualifications (Sample)

- Proven leader, recognized by University for leading team of five to start organization and recruiting 90 members in the first year
- Effective manager, maintaining strong customer service and production during shift while managing 10 staff members
- Strong communicator whether one-on-one or presenting to large groups of students, alumni, parents or community leaders
- Recognized problem-solver in relationship building, project management and strategic planning.

Do not lie, exaggerate or misrepresent yourself. At some point, you will be exposed and likely fired. Highlight your experience and accomplishments based on solid facts.

REFERENCES

List 3 - 5 references on a separate page, and use the same name header and format as your résumé. Always obtain permission and keep references informed of the positions you are pursuing. (sample, p. 5) Include the following information:

- Complete name (using Mr., Miss, Mrs., Ms. or Dr.)
- Job title and name of the organization
- Work address
- Email address and phone number (identify if office or cell)

Choosing your references

- List people who will speak highly of your past work performance (job, class work, research, etc.).

- Work supervisors or organization advisors are ideal.
- Colleagues are appropriate if you worked on a team project together.
- Character/personal references should only be provided if requested or if your choices are limited.
- Ask selected if they will serve as a positive reference.

Preparing your reference page

Check spelling of each reference’s name, company, official job title, and address. Learn what phone number and email address they want used.

Educating and informing your references

- Provide a copy of your résumé to your references so they may speak intelligently about your past experiences.
- Inform them of the kind of positions you are seeking.
- Coach them about the skills and strengths you would like them to emphasize.
- Notify them of positions for which you apply so they may anticipate the call.
- Thank references and notify them when you accept a job.

ON YOUR RÉSUMÉ, DON’T...

- Make it too long. DO highlight major areas which will help get you the interview.
- List just your job title, company and dates. Do share responsibilities and accomplishments in position(s).
- Use pronouns in résumé; exception is the Objective.
- Date your résumé or entitle it “RÉSUMÉ.”
- Introduce anything that could be perceived as a negative.
- Refer to religion, political party or national origin (or use statements that may indicate these). DO consider using general terms to indicate experience in one of these areas.
- Include salary information.
- Forget to proofread your résumé several times.
- List references. DO prepare a separate page.
- Ruin a well prepared and carefully developed résumé by poor format or sloppy reproduction. DO use samples in this handbook for design ideas.
- Send a résumé without a cover letter.
- Use an email address that is unprofessional.
- Include gender, high school info (unless relevant), marital status, height/weight, birthplace, birth date or picture.

RÉSUMÉ MAILING

Use either a business envelope that matches your résumé paper or a large manila envelope that does not require that you fold it. Always send a cover letter with your résumé, placing it on top of the résumé. Use paperclips, not staples.



MURRAY STATE
UNIVERSITY

CAREER SERVICES

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MURRAYSTATE.EDU/CAREER



HANDSHAKE: RÉSUMÉ MINIMUM QUALIFICATIONS

[First Name] [Last Name]

Street Address | City, ST Zip | Phone # | Email | LinkedIn (Optional)

SUMMARY/HIGHLIGHT OF QUALIFICATIONS

Summarize, in 3 - 5 bullets, the skills and personal traits you possess and that mirror the job description to best communicate you are a fit for position/company.

EDUCATION

University; City, ST | *Degree, Major;* Date of Graduation

GPA: #.##/4.0 (Overall assumed.)

Add Major GPA if higher and label as such)

APPLICABLE COURSEWORK (Optional Section)

Only list courses that fill a gap in résumé or otherwise illustrate required knowledge that has not been demonstrated through your experience section. If list more than three, use columns.

EXPERIENCE

Business Name; City, ST | *Job Title;* Dates of Employment (Month, Year)

- List experiences present to past
- Include applicable volunteer experiences, internships, co-ops, part- and full-time jobs
- List 3-5 bullet points under each job describing assigned responsibilities

Special/Senior Projects

- List leadership contributions and outcomes for class project if applicable to position

ACTIVITIES/HONORS/MEMBERSHIPS (Optional Section)

Organization, *current position,* dates; *previous position,* dates

List only those organizations (sports, clubs, student government and honors) where you contribute regularly and actively

KEY SKILLS

Foreign Languages: List oral, written and reading competency levels, not course years

Computer: Include hardware and software proficiencies, if seeking tech position, include more specific sections: programming languages, hardware, software, operating systems, databases, peripherals, etc.

Certifications/Licenses: List dates

Personal: List personal skills/traits that help make you a better candidate for position

INTERESTS (Very Optional Section)

List interests and hobbies if you have space and if they are relevant to goals of objective

In order to help you best market your skills and experience, it is best to have your résumé reviewed before posting on Handshake.

Tips and samples are available on the website. You may also submit your résumé as a Microsoft Word document to msu.eresume@murraystate.edu for feedback within 2 business days, utilize walk-in hours Mon through Fri, 8 AM - 4:30 PM or schedule an appointment at murraystate.joinhandshake.com.

In order for your résumé to be approved in Handshake and be available to employers, it must meet the following requirements:

Consistent format and content

- Appropriate font(s)
- Header text size (12 - 14 pt font)
- Body text size (10 - 12 pt font)
- Fills the page (should NOT be more than one page if less than 10 years of experience)
- NO high school info after sophomore year unless specifically related to objective
- NO grammatical/spelling mistakes
- NO references (belong on separate page)
- NO social security #, birth date, picture, marital status, gender, ethnicity, or religion

Contact Information

- Includes name, address, phone number, and e-mail address clearly at top of page

Education

- Includes institution(s) spelled out and location (City, ST)
- Includes degree (Bachelor of...) and major
- Includes expected graduation date (month/year) rather than dates attended
- Degrees are listed present to past
- Includes minor(s) if applicable

Experience (chronological résumés)

- Includes employer/organization(s), location, title and dates of employment (month/year) listed present to past
- Uses present and past tense verbs accurately
- Uses concise bulleted statements, not complete sentences
- Does NOT use first person ("I")

Honors, Awards and/or Activities (if included)

- Listings are spelled out (no abbreviations)
- Leadership roles are listed with dates positions were held

Curriculum Vitae (CVs)

- May be longer than one page - must include name and page number on subsequent pages

Please review the sample to the left.

ACTION VERBS/PERSONAL QUALITIES

The National Association of Colleges & Employers 2012 Job Outlook reports the following 10 skills and personal traits as the most sought after by employers:

Ability to work in a team	Problem-solving	Communication (verbal)	Detail-oriented
Leadership	Strong work ethic	Initiative	
Communication (written)	Analytical/quantitative	Technical	

These skills and others listed in job descriptions are the ones that should appear in your resume to communicate applicable skills to an employer. If you are currently in the position, use present tense; if no longer in the position, use past tense. Use this list to brainstorm, but also look at job descriptions, talk to current/past supervisors and utilize a thesaurus. Try to communicate a diverse skill set.

Leadership	secured	moderated	searched	evaluated	composed	familiarized	reviewed
administered	selected	negotiated	solved	explained	conceptualized	furthered	routed
analyzed	streamlined	observed	summarized	facilitated	condensed	guided	scheduled
appointed	strengthened	outlined	surveyed	focused	created	insured	screened
approved	supervised	participated	systematized	guided	customized	intervened	served
assigned	terminated	presented	tested	individualized	designed	motivated	set-up
attained	transformed	proposed		informed	developed	prevented	submitted
authorized		publicized	Technical	instilled	directed	procured	supplied
chaired	Communication	reconciled	adapted	instructed	displayed	provided	standardized
considered	addressed	recruited	applied	motivated	drew	rehabilitated	systematized
consolidated	advertised	referred	assembled	persuaded	entertained	represented	updated
contracted	arbitrated	reinforced	built	simulated	established	resolved	validated
controlled	arranged	articulated	calculated	stimulated	fashioned	simplified	verified
converted	articulated	authored	computed	reported	formulated	supplied	
coordinated	authored	resolved	conserved	taught	illustrated	supported	
decided	clarified	responded	constructed	tested	initiated	volunteered	
delegated	clarified	solicited	converted	trained	instituted		
developed	collaborated	summarized	designed	transmitted	integrated	Organization	
directed	communicated	synthesized	determined	tutored	introduced	accommodated	
eliminated	conferred	translated	developed	Financial/Data	invented	achieved	
emphasized	consulted	wrote	engineered	administered	modeled	approved	
enforced	contacted		maintained	adjusted	modified	arranged	
enhanced	conveyed	Research	manufactured	allocated	originated	catalogued	
established	convinced	analyzed	operated	analyzed	performed	categorized	
executed	corresponded	clarified	overhauled	appraised	photographed	charted	
generated	debated	collected	printed	assessed	planned	classified	
handled	defined	compared	programmed	audited	revised	coded	
headed	described	conducted	regulated	balanced	revitalized	collected	
hired	developed	critiqued	remodeled	budgeted	shaped	compiled	
hosted	directed	detected	repaired	calculated		corrected	
improved	discussed	determined	replaced	computed	Helping	corresponded	
implemented	drafted	diagnosed	restored	conserved	adapted	distributed	
increased	edited	evaluated	solved	corrected	advocated	filed	
initiated	elicited	examined	specialized	determined	aided	generated	
inspected	enlisted	experimented	standardized	developed	answered	implemented	
instituted	explained	explored	studied	estimated	arranged	incorporated	
managed	expressed	extracted	upgraded	measured	assessed	inspected	
merged	formulated	formulated	utilized	planned	cared for	logged	
motivated	furnished	gathered	Teaching	prepared	clarified	maintained	
organized	incorporated	identified	adapted	programmed	coached	monitored	
originated	influenced	inspected	advised	projected	collaborated	obtained	
overhauled	interacted	interpreted	clarified	reconciled	contributed	operated	
oversaw	interpreted	interviewed	coached	reduced	cooperated	ordered	
planned	interviewed	invested	communicated	researched	counseled	prepared	
presided	involved	investigated	conducted	retrieved	demonstrated	processed	
prioritized	joined	located	coordinated	Creative	diagnosed	provided	
produced	judged	measured	critiqued	acted	educated	purchased	
recommended	lectured	organized	developed	adapted	encouraged	recorded	
replaced	listened	researched	enabled	began	ensured	registered	
restored	marketed	reviewed	encouraged	combined	expedited	reserved	
scheduled	mediated				facilitated	responded	

PERSONAL QUALITIES

General	competitive	independent	deliberate	accurate	articulate
fast-paced	innovative	initiative	specialist	fact-finder	optimistic
structured	results-oriented	risk-taker	patient	systematic	energetic
flexible	customer-oriented	decisive	attentive listener	attentive to detail	
provide variety	highly-organized	competitive	cautious		
autonomous	systematic	quick		Outgoing / Optimistic	
team-oriented	improvement	goal-oriented	Precise / Reflective /	persuasive	
supportive	Direct / Decisive	Supportive	Reserved	enthusiastic	
friendly	results-oriented	consistent	diplomatic	people-oriented	
conservative		team-oriented	analytical	verbal	

FUNCTIONAL RÉSUMÉ

222 Poplar Street | Murray, KY 42071 | 270.123.1234 | function@murraystate.edu

HIGHLIGHT OF QUALIFICATIONS

- Creative with experience developing marketing solutions
- Effective and professional communicator (verbal and written)
- Relationship builder recognized for interpersonal skills
- Technically savvy including web design and social media

EDUCATION

Murray State University, Murray, KY | *Bachelor of Arts, English Major*; May 20xx

- Advertising Minor
- GPA: 3.80/4.00

Humboldt State; Arcata, CA | *National Student Exchange* | Aug 20XX-May 20XX

- Completed 30 hours of Advertising courses

KEY SKILLS

Creativity

- Created custom designed logo and promotional materials
- Designed weekly flyers to advertise social functions
- Applicable course work: advertising and public relations

Writing

- Wrote, edited and distributed monthly newsletter for academic honor society
- Promoted organization state-wide through press releases
- Applicable course work: business writing

Interpersonal

- Coordinated publication of newsletter with 11 fraternities, Greek Life Office, and printing company to meet deadlines
- Exceeded goals for campus newspaper ad sales
- Communicated via phone and face-to-face with patrons interested in learning about organization
- Applicable course work: personal selling, organizational behavior and persuasive discourse

Computer

- Proficient in Microsoft Office (Word, Excel, PowerPoint, Publisher)
- Design experience with Adobe Photoshop and Illustrator
- Proficient in social media: Facebook, Twitter, Instagram and Hootsuite

EXPERIENCE / ACTIVITIES

Social Fraternity; Murray, KY | *Publicity Chair*; January 20xx - Present

The Murray Ledger; Murray, KY | *Sales Rep*; September 20xx - Present

Phi Beta Kappa; Murray, KY | *Secretary*; March 20xx - 20xx

National Kidney Foundation; Arcata, CA | *Intern*; January - April 20xx

CHRONOLOGICAL RÉSUMÉ

123 College Street | Murray, KY 42071
 chronological@murraystate.edu | 270.123.0000 | linkedin.com/in/chronoresume

SUMMARY OF QUALIFICATIONS

- Energetic college graduate seeking Public Relations Assistant Director position
- Innovative thinker with strong creative problem solving and analytical skills
- Strong communicator (verbal and written), experienced in technical writing, blogging and presenting
- Technologically savvy, proficient in using social media marketing strategies

EDUCATION

Murray State University (MSU); Murray, KY | *BA, Public Relations*; May 20XX

- GPA: 3.5/4.0

EXPERIENCE

MSU Career Services; Murray, KY | *Social Media Intern*; January 20XX - Present

- Create and schedule Facebook, Twitter and Instagram posts, increasing links back to website 65%
- Collaborate with supervisor to develop Facebook ad
- Develop social media standards for organization

Social Sorority; Murray, KY | *President*; March 20XX - Present

- Direct 10-member executive council to achieve chapter/national goals
- Assess ideas and make recommendations for implementation
- Served as liaison to 225-member organization and national organization

VP of Marketing; March 20XX - February 20XX

- Created, implemented and maintained social media and website
- Managed print and promotional item design, printing and distribution
- Communicated effectively with members, University administration and national representatives

We Are Hip Inc.; Lexington, KY | *Sales Manager*; Summers Breaks 20XX & 20XX

- Supervised five sales clerks
- Initiated new reward program for clerks, resulting in increased sales both summers
- Maintained budget, inventory and payroll

TECHNICAL SKILLS

General Software: Proficient in Microsoft Word, Excel, PowerPoint & Publisher

Design: Proficient in Adobe Photoshop, InDesign and Illustrator

Social Media: Proficient in Facebook, Twitter, NING and blogging

COMBINATION RESUME

123 Smart Street | Murray, KY 42071 | (270) 123-1234 | combo@murraystate.edu

SUMMARY OF QUALIFICATIONS

- Detail-oriented, comfortable editing both technical and creative pieces
- Creative writer with published short stories and poems
- Dynamic communicator whether speaking to small or large groups or individuals
- Culturally aware with international travel experience, comfortable building rapport with diverse groups of people

EDUCATION

Murray State University; Murray, KY | *Bachelor of Arts, English*; May 20XX
– Theatre Minor
– GPA: 3.5/4.0 | Dean's List: Six (6) semesters

Study Abroad, London, England; Dublin, Ireland | Spring Break 20XX

WRITING EXPERIENCE

The Murray Ledger; Murray, KY | *Editor Intern*; April 20XX – Present
– Proof incoming articles for weekly newspaper
– Write editorial pieces on national, local and campus events
– Create short stories for entertainment section bi-weekly

Happy Summer Camp; Smallville, OH | *Creative Asst.*; Summers 20XX, 20XX
– Wrote, directed and produced student play
– Supervised, edited and compiled 50 campers' creative writing
– Critiqued and creatively enhanced camp newsletter

KEY SKILLS

Writing

- Edited faculty research paper to be published nationally
- Wrote 4 short stories and 3 poems (published in University magazine)
- Produced dynamic script for 5 team members for class presentation

Creativity

- Participated in traveling improv group, awarded regional recognition by *Paducah Sun*
- Designed and presented history of film presentation to audience of 300
- Created posters, flyers and social media ads to promote six sold-out shows

Computer

- Proficient in Microsoft Office (Word, Excel, PowerPoint, Publisher)
- Experienced using social media: Facebook, Instagram and Twitter
- Working knowledge Adobe (InDesign, Illustrator, Photoshop)

OTHER EXPERIENCE

Notations, Murray, KY | *Contributor*; Spring 20XX

Dr. Bob Smith, Murray, KY | *Undergraduate Research Assistant*; Fall 20XX

FunnyBone, Paducah, KY | *Performer*; Spring 20XX - Fall 20XX

History of Theatre Course, Murray, KY | *Team Member*; Fall 20XX

COMBINATION RÉSUMÉ & REFERENCE PAGE SAMPLES

COMBINATION RESUME

123 Smart Street | Murray, KY 42071 | (270) 123-1234 | combo@murraystate.edu

REFERENCES

Mrs. Jane Doe
Advisor
The Murray Ledger
1001 Whitnell Ave.
Murray, KY 42071
janedoe@murrayledger.com
270.753.0000

Mr. John Smith
Director
Happy Summer Camp
1212 Plaza
Small Town, OH 12345
j_smith@happycamp.org
111.111.1111

Dr. Sunny Shine
Professor
English Department
Haley Center
Murray State University, KY 42071
sshine1@murraystate.edu
270.809.1234

BUILD YOUR RESUME WORKSHEET

This worksheet is designed to help you build a basic resume. To best demonstrate your unique skills and experiences, avoid templates. This document is two pages long for your convenience. However, a recent graduate's resume should be one page. Margins should be .5" - 1" on all sides. Content font will be 11 or 12 pt in most cases.

NAME (name can be 18 - 22 pt font) _____

Street Address _____ | City, ST Zipcode _____

Phone _____ | email _____

SUMMARY OF QUALIFICATIONS (headers can be 12 - 14 pt font)

- List in 3 - 5 bullets the skills and personal traits that align specifically with the job of interest

- _____
- _____
- _____
- _____
- _____

EDUCATION

Institution; City, ST _____

Bachelor of Arts/Science in Major; Graduation Date _____

• Minor: _____

• Cumulative GPA: _____/4.0 (list if above a 3.00 and round to TWO decimal places)

• Major GPA: _____/4.0 (list if above a 3.00 and higher than Cumulative GPA and round to TWO decimal places)

* *Study abroad experience, scholarships and honors can be listed in this section if not enough to justify separate section.*

EXPERIENCE

Company/Organization Name; City, ST _____

Job/Position Title; dates held position _____

List in 3 - 5 bullets the skills that communicate successes and outcomes on the job. Start each bullet with an action verb and quantify your outcomes rather than listing tasks completed. Include only those positions (including leadership, internship and volunteer) that allow you to demonstrate skills relevant to job for which you are applying. These entries should be listed in reverse chronological order (present to past). You may want to create related and other experience sections to best communicate your fit to an employer.

- _____
- _____
- _____

Company/Organization Name; City, ST _____

Job/Position Title; dates held position _____

- _____
- _____
- _____

EXPERIENCE CONTINUED

Company/Organization Name; City, ST _____

Job/Position Title; dates held position _____

- _____
- _____
- _____

Company/Organization Name; City, ST _____

Job/Position Title; dates held position _____

- _____
- _____
- _____

ACTIVITIES

** List those activities, honors and/or volunteer work that will be meaningful to the employer and those in which you were actively engaged. Include leadership positions and dates of membership. You may need to list in one or two columns. Separate sections may be needed if applicable. This section is NOT required on a resume.*

KEY SKILLS

Computer: _____

**List those computer programs for which you are proficient. If you have extensive technical skills, you may need to divide into separate entries (general software, design software, social media, etc.)*

Foreign Language(s): _____

**List the language and your proficiency level, not the years or semesters of education. For example: Native, fluent, intermediate, basic conversation, etc.*

ADDITIONAL NOTES

- References should be listed on a separate page with a header and layout that match your resume (and cover letter). Do not use abbreviations (other than states)
- Do not use a template but create a format that is easily read and that you can easily update
- Be consistent in your format and organization

OPTIONAL HEADINGS

Affiliations

Professional Development

Certifications

Memberships

Training Experience

Honors

Organizations

Volunteer Experience