

Career and Personal Development

Build Your Resume

Your resume is your professional summary. It provides potential employers with accurate, concise information on your education, experience and accomplishments. Your resume should paint a strong picture of you as a candidate and be cleanly formatted with significant attention to details.

CONTENT - WHAT DO I PUT ON MY RESUME?

BASICS:

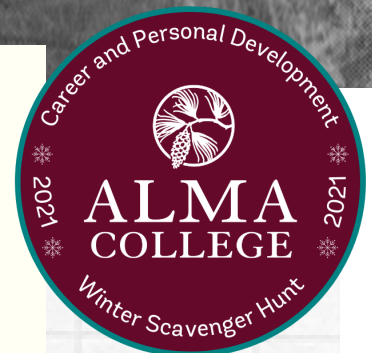
Header (contact information)
Education
Experience/Employment

OTHER SECTIONS:

Activities & Leadership
Honors
Service & Volunteerism
Research
Skills & Certifications

Use the official name and location of the organization, position held and date of involvement.

All the items you have listed should be in reverse chronological order.



Click the token above to explore Handshake. Navigate to Career Center Resources to find the Handshake Tips document for your next clue.

FORMATTING

- Avoid using a template!
- Choose a clean font in a size that is consistent and legible (10-12 pt.)
- Keep margins reasonable at 0.5-1.0
- Use bullet points to highlight key skills and experience (no sub-bullets)
- Be consistent with your use of bold, italics, and underline
- Use the tab key for indenting and aligning text

DEMONSTRATE SKILLS SPECIFIC TO POSITION

Clearly showcase transferable and industrial skills that fit the position you are applying for. Your bullet points should explain skills you have learned through your experience, relevant to the position.

REVIEW IT!

Ensure that your document is free of typos and grammatical errors. For additional assistance, use **Handshake** to schedule a meeting with a member of the Career and Personal Development team.

careerdevelopment@alma.edu | www.alma.edu/career



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CAREER AND PERSONAL
DEVELOPMENT

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Let's go beyond the basics and look at an example!

HEADER

- Your name should stand out easily without overwhelming the rest of the information
- Include your name, professional email, phone number, residential address
- Can include LinkedIn URL (if you have one)
- All hyperlinks in the documents should be unlinked

EDUCATION

- For each institution attended, include the name and location of the institution, official degree name, majors, minors and anticipated graduation date
- Remove high school information during sophomore year
- If applicable, showcase your strong GPA (3.0+)

EXPERIENCE

- Include the name and location of the company/organization, job title and the date of employment or participation
- Accomplishments should be qualified and quantified including the action, task and result by utilizing action verbs and specific examples

Scotty Tartan

Alma, MI | scottytartan@alma.edu | (989) 555-1111

EDUCATION

Alma College | Alma, MI Anticipated May 2022

Bachelor of Arts in Business Administration

- Minor: Marketing
- GPA: 3.60/4.00

EMPLOYMENT EXPERIENCE

Alma College | Alma, MI January 2019 – Present

Admissions Ambassador

- Communicate effectively with prospective students to promote Alma College initiatives
- Use Slate CRM to accurately access and update data for approximately 400 students
- Work daily with Microsoft Word and Excel

Inn at Bay Harbor | Petoskey, MI June 2020 – August 2020

Front Desk Manager

- Served as the face of the company checking guests in and out of the hotel and processing guest requests for all sub-departments of the Inn
- Communicated with corporate staff on reservations for large events and elite guest stays
- Consistently met 100% callback ratings for the Inn by ensuring guest satisfaction and following up on all concerns or requests that a guest may have during their stay at the Inn

Auto-Owners Insurance | Lansing, MI June 2019 – August 2019

Communication and Public Relations Intern

- Published communication pieces for various weekly, monthly, and quarterly publications for agent use, member advantage, as well as community engagement and outreach
- Worked closely with the Social Media Strategist to formulate the company's first blog, later implementing into the best practice for 450 agents and their social media pages
- Created social media post through vendor Hearsay Social, for the use of corporate staff and agents for LinkedIn, Facebook and Twitter pages

LEADERSHIP & COMMUNITY INVOLVEMENT

Alma College Student Athletic Advisory Committee | Alma, MI August 2020 – Present

Positions Held: Member, Social Media Coordinator

- Collaborate with athletes, coaches, and administrators to enhance the student-athlete experience
- Create unique and engaging content to grow Alma College Athletics social media presence
- Responsible for posting professional content to the official Alma College Athletics Instagram page

Business Professionals of America | Alma, MI September 2019 – Present

Positions Held: Vice President, Secretary, Historian

- Responsible for keeping detailed meeting minutes and managing social media accounts
- Awarded 1st place in Digital Media Production competition at the regional level (2021)

Alma College Track and Field | Alma, MI September 2018 – Present

Collegiate Athlete

- Devote 20-30 hours per week to athletics while succeeding in full time academics

SKILLS & CERTIFICATIONS

- Adobe: Photoshop, Lightroom, Premiere, Audition
- Social media management: Hearsay Social, Hootsuite, Sprout Social
- Certified in CPR/AED and First Aid (American Red Cross, expires June 2023)

ADAPT HEADINGS

Adjust headings to fit positions and opportunities. If you have more than one position with one company/organization, you may split up the experiences.

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