

# RESUMES

A resume is your most important tool in searching for a job. A resume is a marketing tool to help you get an interview. In order to get the employer's attention, you need to highlight your best assets and what you can bring to the position and organization. To do so effectively, you **MUST** tailor your resume to each job posting and organization.

## Resume Structure

### HEADER

- Name – should be in **bold** and in larger print (14-18 point font size)
- Address – City and State
- One professional email address (awesomedude@hotmail.com probably isn't a good idea)
- One reliable telephone number
- LinkedIn Profile (optional)

### OBJECTIVE *or* SKILLS AND ATTRIBUTES *or* SUMMARY OF QUALIFICATIONS

**Objective:** It should be specific and answer "what" and "where"

- To obtain the Supply Chain Management position with The Boeing Company
- To contribute communication skills, leadership abilities, and a strong marketing background to an internship in the digital marketing industry

**Skills and Attributes:** Highlight strengths and abilities related to position; provide an example of where you developed the skill

**Summary of Qualifications:** Highlights your best assets/accomplishments. A powerful snapshot of education & experience that relates to the position; everything in resume ties back to this

### EDUCATION

- Degree: Write out formal degree. Avoid abbreviations
- Concentrations: Major or specialty within your degree
- Minor (s)
- School: Seattle University, Seattle, WA
- Expected Graduation Date or Graduation Date
- Overall/Major GPA: Include your GPA if it is a 3.0 or better
- Honors: Include any academic honors such as scholarships or Dean's List (if you have several of these, you may want to list them in a separate Awards section)
- Relevant Courses/Projects: Helpful if seeking a position for which you have limited or no relevant work experience

### EXPERIENCE

Include all relevant experience (paid, unpaid, full-time, part-time, or internship)

- Your title, Dates of Employment
- Employer/Organization name, City, State
- Describe duties, achievements and notable accomplishments that were performed while in this position in ***bulleted*** format (3-5 for each position); begin each bullet with an ***action*** verb

### ACTIVITIES *and/or* COMMUNITY SERVICE

- List your role in the organization (i.e., Vice-President), Name of the Organization, Location of the Organization and the dates you participated

### SKILLS/HONORS

- List special skills relevant to the position you are applying for such as foreign languages, computer skills, or certifications
- If you have several honors or awards, you may choose to list them here rather than in the education section.

## Tailoring Your Resume & Bullet Points

- Organize bullets with the most important or relevant information first.
- Use *keywords from the job description* to describe your experience.
- Start each accomplishment statement or bullet point with an action verb (see below).
- *Emphasize results, skills, and accomplishments* rather than duties performed.
- Include numbers, percentages and quantitative data where applicable.
- When conveying accomplishments, use this formula: **Accomplishment** → **Method** (quantify, qualify, specify)

<i>Experience</i>	<i>What did I do?</i>	<i>How did I do this? What skills did I use?</i>	<i>Results &amp; Accomplishments</i>	<i>Accomplishment Statement</i>
Example: Marketing Intern	-maintained social media campaign -marketing research -called donors -entered donor info into database	-communication skills -marketing research -organization -database technology -project management -relationship building	-Increased amount of donors by 5% -Redesigned donor database to be more user friendly -Improved donor retention rate through personal phone calls	Communicated with at least 10 potential donors on a daily basis via phone to highlight programs which resulted in a 5% increase of donors.

### Examples of Competencies Employers are Seeking

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Teamwork</li> <li>• Leadership</li> <li>• Written Communication Skills</li> <li>• Problem Solving</li> <li>• Critical Thinking</li> <li>• Work Ethic</li> <li>• Analytical/Quantitative Skills</li> <li>• Initiative</li> <li>• Verbal Communication Skills</li> <li>• Decision Making Abilities</li> <li>• Customer Service</li> <li>• Goal Setting and Achieving</li> </ul> | <ul style="list-style-type: none"> <li>• Detail Oriented</li> <li>• Flexibility</li> <li>• Computer Skills</li> <li>• Technical Skills</li> <li>• Interpersonal Skills</li> <li>• Organization</li> <li>• Creativity</li> <li>• Strategic</li> <li>• Dealing with Ambiguity</li> <li>• Entrepreneurial</li> <li>• Accountability</li> <li>• Project Management</li> </ul> |
|--|---|

## Resume Example: Traditional Entry Level

### Anita Job

Seattle, WA  
206.555.5555  
anitajob@gmail.com  
www.linkedin.com/in/anitajob

#### Identifying Information

Include name in **BOLD** and large print, address, professional email, reliable phone number, and your LinkedIn profile URL

**OBJECTIVE:** To obtain a Marketing Coordinator position with Amazon.com and contribute strong communication skills, leadership abilities, and marketing expertise.

#### Objective

If you choose to do this, write a brief statement answering “what” and “where”

#### EDUCATION:

##### **Bachelor of Arts in Business Administration Degree, Marketing Major**

Minor: Spanish  
Seattle University, Seattle, WA  
Anticipated Date of Graduation: June 2014  
Overall GPA: 3.5 Major GPA: 3.0  
Work 25 hours a week while in school full time

#### Education

List degree and major, institution with city and state and expected graduation date

#### WORK EXPERIENCE:

#### Experience

Include all relevant experience (paid and un-paid, internships, full-time, part-time. You can also include significant volunteer experience here

##### **Marketing & Communications Intern**, Global Visionaries, Seattle, WA (April 2013—Present)

- Initiate and maintain social media campaign on Facebook, Twitter, and YouTube
- Perform market research to analyze new individual and corporate donor opportunities
- Communicate with at least 10 donors on a weekly basis via phone to highlight new programs
- Manage the donor database implementation project involving a team of 4 other interns

##### **Resident Assistant**, Seattle University, Seattle, WA (September 2012—June 2013)

- Created and implemented marketing materials for residential community events
- Developed leadership skills through supporting students and helping to solve resident conflicts
- Collaborated with team of 8 Resident Assistants to plan joint hall events

##### **Sales Associate**, Nordstrom, Lynnwood, WA (Summers of 2011 & 2012)

- Regularly exceeded monthly sales quotas by 25%
- Demonstrated strong customer service skills by providing personalized services for each customer

#### Service, Involvement and Activities

Include activities and volunteer experience relevant to position; show leadership skills

#### COMMUNITY INVOLVEMENT:

Vice President of Marketing Club, Seattle University (2013 to Present)  
Alpha Kappa Psi Member, Seattle University (2012 to Present)  
Children’s Literacy tutor, Bailey Gatzert Elementary School, Seattle, WA (2011)  
Intramural softball, soccer, and volleyball (2011 to 2012)

#### SKILLS & HONORS:

Dean’s List, Seattle University (Winter 2012 to Present)  
Computer: Expertise in Microsoft Word, Excel, & Access; Adept at Adobe Photoshop and C++  
Languages: Written and verbal fluency in Spanish

## Resume Example: Class Project

# Seymore Dollars

555 Cedar Lane, Apt 301 • Seattle, WA 98001 • 206.555.8888 • seymoredollars@hotmail.com

### Skills and Attributes

If you choose to do this, highlight most relevant skills to the job posting and provide an example for each

## SKILLS & ATTRIBUTES

- Financial analysis and research abilities acquired from finance coursework and Albers Investment Club
- Excellent communication and public speaking skills gained through two years in Toastmasters
- Teamwork experience from working at The Cheesecake Factory and participating in class projects
- Self-initiative and time management developed through creating and completing community volunteer projects

## EDUCATION

### Bachelor of Arts in Business Administration Degree, Finance and Economics Double Major

Seattle University, Seattle, WA

Graduation: June 2014

Finance GPA: 3.5 Cumulative GPA: 3.2

Example of **Class Project** highlighting financial skills

### Financial Analysis Class Project: Corporate Finance course, Winter 2013

- Worked with a team of 4 group members to analyze case study and complete a report
- Attained and evaluated Dell, Apple, and HP's annual reports
- Computed ratio analysis and residual value baseline for Dell, Apple, and HP
- Determined and analyzed key strengths and weaknesses of companies' financial strategies
- Compiled report of recommendations for attaining competitive advantage in laptop industry

## EXPERIENCE

### Waiter/Server

(January 2013 to Present)

The Cheesecake Factory, Seattle, WA

- Promoted from host in six months time
- Work with team of 10 servers and hosts to ensure all restaurant procedures are efficient
- Multi-task in a fast paced environment by managing customer orders and assisting co-workers

### Event Planner Volunteer

(September 2012 to December 2012)

Emerald Hills Elementary School, Seattle, WA

- Created 3 new programs and activities for After School Program
- Collaborated with a team of 7 volunteers to prepare for and implement activities
- Recognized by supervisor with Volunteer of the Month award

## ACTIVITIES

- Member, Albers Investment Club, Seattle University (April 2012 to Present)
- Member, Toastmasters, Seattle University (September 2011 to Present)

## Resume Example: Graduate level or More Experience

# Will Power

Seattle, WA • 206.123.4567 • will\_power@yahoo.com • www.linkedin.com/in/willpower

### SUMMARY OF QUALIFICATIONS

- Over 6 years of management experience, with proven, recognized leadership ability
- Proven, bottom-line success in business development, including identifying prospective clients in new markets, and developing new client relationships
- Successfully managed multi-million dollar capital projects, including budgeting, scheduling, and resource and vendor management
- Extensive experience in business technology systems planning and implementation

**Summary of Qualifications**  
Snapshot of education & experience  
related to the position

### EDUCATION

**MASTER OF BUSINESS ADMINISTRATION (MBA), FINANCE EMPHASIS**  
Seattle University, Seattle, WA, 2013

**BACHELOR OF SCIENCE IN MECHANICAL ENGINEERING ( B.S.M.E. ), CUM LAUDE**  
Seattle University, Seattle, WA, 2006

**Which goes first?**  
Education can go above or below  
Experience depending on which is  
most relevant to the position

### EXPERIENCE

#### MANAGING DIRECTOR

ABC Technology, Seattle, WA, March 2009 – Present

- Established new regional branch office in Seattle, personally defining and implementing an aggressive sales and marketing campaign which produced over \$1M in new business in the first year
- Manage cost control initiatives to achieve financial performance targets: Direct and indirect expenses, gross and net margins, and operating expenditures
- Direct an aggressive campaign to identify new business opportunities and establish new client relationships in Seattle which in 2009 alone, resulted in 9 new contracts, including 2 Fortune 100 companies, and \$5M in new revenue
- In less than 3 months, successfully defined staffing requirements, client engagement processes, and project management procedures and controls necessary for launch

#### MANAGER, WORKPLACE SYSTEMS

Microsoft Corporation, Redmond, WA, September 2006– March 2009

- Managed facilities infrastructure projects (\$150K - \$2M), including management of staff and vendors necessary to support project planning and delivery.
- Planned infrastructure for 2M sq ft. of new campus buildings, including general office space, software development and testing environments, and data centers
- Spearheaded standardization effort for international mission-critical facilities infrastructure, to support central management of global facilities operations
- Redefined infrastructure design criteria (engineering and communications) to better reflect real-world demand and requirements, resulting in approximately \$3M in savings in capital expenditures for FY2007

### ORGANIZATIONS AND AFFILIATIONS

**MEMBER**, Albers Alumni Board, Seattle University, 2011-Present

**VOLUNTEER**, Seattle Union Gospel Mission, Seattle, WA, 2010-Present

## References

It is recommended that you have three to five individuals as references. These people should feel comfortable discussing your qualifications, abilities, and perhaps previous work experiences or class experiences in a very positive manner. Choose people from a professional setting in your life such as employment or internship supervisors or co-workers, professors, advisors from professional organizations, or supervisors from community service organizations. You should notify your references when applying for a job so they can be prepared. The employer will usually request references at some point in the application process.

## Will Power

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### REFERENCES

**Mr. Brian Dent**

Vice President for Marketing  
First Corporation  
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206.987.6543  
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*Mentor—Seattle University Albers Mentor Program*

**Dr. Frank Jones**

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*Professor*

**Ms. Jane Smith**

Director  
Microsoft Corporation  
Redmond, WA  
425.123.6789  
jsmith@microsoft.com  
*Supervisor*

# Action Verb List

## Management Skills

administered  
analyzed  
assigned  
contracted  
consolidated  
coordinated  
delegated  
developed  
directed  
evaluated  
executed  
improved  
increased  
organized  
oversaw  
planned  
prioritized  
produced  
recommended  
reviewed  
strengthened  
supervised

## Communication Skills

addressed  
arranged  
authored  
corresponded  
developed  
directed  
edited  
formulated  
influenced  
interpreted  
lectured  
mediated  
moderated  
motivated  
negotiated  
persuaded  
promoted  
publicized  
reconciled  
recruited  
translated  
wrote

## Helping/Teaching Skills

achieved  
advised  
assessed  
assisted  
clarified  
coached  
collaborated  
counseled  
demonstrated  
diagnosed  
educated  
encouraged  
expedited  
evaluated  
facilitated  
familiarized  
guided  
initiated  
referred  
represented  
taught  
tutored

## Financial/Technical Skills

allocated  
assembled  
analyzed  
appraised  
audited  
balanced  
budgeted  
calculated  
computed  
designed  
engineered  
fabricated  
forecasted  
maintained  
operated  
planned  
programmed  
projected  
researched  
solved  
trained  
upgraded

## Research/Clerical Skills

approved  
arranged  
clarified  
collected  
critiqued  
diagnosed  
evaluated  
examined  
Identified  
implemented  
inspected  
interpreted  
interviewed  
investigated  
organized  
processed  
reviewed  
revised  
scheduled  
summarized  
surveyed  
systematized

## Creative Skills

acted  
conceptualized  
created  
designed  
developed  
directed  
established  
fashioned  
founded  
illustrated  
improved  
instituted  
integrated  
introduced  
invented  
originated  
performed  
planned  
resolved  
revitalized  
shaped  
transformed

### **Need more help?**

Career Advisors in the Albers Placement Center are trained, knowledgeable and available to help you with your resume and other job application documents in addition to providing advice for your job or internship search. Make an appointment today!

### **Albers Placement Center**

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**[www.seattleu.edu/albers/placementcenter](http://www.seattleu.edu/albers/placementcenter)**