



RESUMES

Your resume is a critical asset in your job search, functioning as a powerful marketing tool to secure interviews. Given that recruiters typically spend just 10 seconds scanning each resume, it is crucial to make yours stand out. To capture the employer's attention effectively, emphasize your key strengths and what you can contribute to the position and organization. The key to success lies in tailoring your resume meticulously for each job posting and company.

RESUME STRUCTURE

HEADER

- Name – should be in **bold** and in larger print (14-18 point font size)
- Location – City and State (omit the full street address to protect personal privacy)
- One professional email address (awesomedude@hotmail.com probably isn't a good idea)
- One reliable telephone number
- LinkedIn Profile URL (be sure to hyperlink it)

EDUCATION

- Degree: Write out formal degree. Avoid abbreviations
- Concentrations: Major or specialty within your degree
- Minor(s)
- Certificates: Highlight grad program certificates
- School: Seattle University, Seattle, WA
- Expected Graduation Date or Graduation Date (i.e. Graduation Date: June 2023)
- Optional: 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)
- You do not need to include your high school anymore unless you were in a nationally recognized program or school

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
- Make sure to weave the skills you used to complete the tasks into each bullet point. While the tasks you completed may not be relevant to the internships or jobs you are applying to, you mostly built key skills that are applicable across many professions.
- Include all relevant experience (paid and un-paid, internships, full-time, part-time. You can also include significant volunteer experience in this section)

ACTIVITIES AND/OR COMMUNITY SERVICE OR EXTRACURRICULAR ACTIVITIES

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

SKILLS AND INTERESTS

- It is critical to link the skills listed in the job descriptions of the positions you are applying for to the skills you possess.
- List special skills relevant to the position your are applying to such as foreign languages, computer skills, or certifications
- Providing a list of 3– 4 interests gives an employer some insight into who you are as a person. These are hobbies like hiking, reading, etc.

TAILORING YOUR RESUME & BULLET POINTS

- Organize bullets with the more important or relevant information first
- Use *keywords from the job description of the position you are applying for* to describe your experience
- Start each accomplishment statement or bullet point with an action verb (see below)
- *Emphasize results, skills, and accomplishments* rather than just duties/tasks performed
- Include numbers, percentages, and quantitative data where applicable

When conveying accomplishments, use this formula: **Action Verb + Method/Task + Accomplishment** (quantify, qualify, specify).

EXAMPLE ONE:

- **Basic:** Assisted customers
- **Best:** Executed quality customer service for over 200 patrons daily in a fast-paced environment, resulting in increased customer satisfaction reviews

EXAMPLE TWO:

“Created a performance reporting template, achieving an 80% reduction in the preparation time of standard client materials.”

Action verb = Created

Task = performance reporting template

Accomplishment = 80% reduction in the preparation time

QUICK TIPS

- Keep your resume to one page
- Create your resume in MS Word and avoid using columns and other complicated formatting. Simple formatting is the best! (it must be applicant tracking system friendly)
- Standard font size is between 10—12 font
- Order of your experience should always start with the most recent first
- Keep bullet points concise, yet descriptive
- Be strategic — why are you including the bullet points you have included? Why should the employer care about those specific tasks/outcomes? Do they align with the job you are applying for?
- Use consistent formatting and spacing — make sure your resume looks professional
- Are bullet points and margins in alignment?
- Make sure to save the final version of your resume with a clear file name
- Example: First Name Last Name - Resume—Date
- Have one of the Career Advisors in the Albers Career Center help you finalize your resume!

EXAMPLES OF COMPETENCIES EMPLOYERS ARE SEEKING

- Teamwork
- Leadership
- Written Communication Skills
- Problem Solving
- Critical Thinking
- Analytical/Quantitative Skills
- Initiative
- Verbal Communication Skills
- Decision Making Abilities
- Customer Service
- Goal Setting and Achieving
- Detail Oriented
- Flexibility
- Technical Skills
- Interpersonal Skills
- Organization
- Creativity
- Strategic
- Dealing with Ambiguity
- Entrepreneurial
- Accountability
- Project Management

RESUME EXAMPLE: TRADITIONAL ENTRY LEVEL

Anita Job

Seattle, WA

206.555.5555 | anitajob@gmail.com

www.linkedin.com/in/anitajob

EDUCATION

Seattle University, Seattle, WA Expected Graduation: June 2024
Bachelor of Arts in Business Administration Degree, Marketing Major

Minor: Business Analytics

- Overall GPA: 3.5 Major GPA: 3.4
- Honors: Dean's List (Spring 2022 to Present)

Seattle Central College, Seattle, WA June 2022
Associate of Arts Degree

WORK EXPERIENCE

Marketing & Communications Intern, Global Visionaries, Seattle, WA April 2023—Present
Initiated and maintain a new social media campaign on Facebook, Twitter, and YouTube
Perform market research to analyze new individual and corporate donor opportunities for VP
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 four other interns

Resident Advisor Seattle University, Seattle, WA September 2022—June 2023
Increased attendance by 10% at residential community events by creating new marketing materials
Developed leadership skills through supporting students and helping to solve resident conflicts
Collaborated with team of eight Resident Advisors to plan joint hall events

Sales Associate, Nordstrom, Lynnwood, WA Summers of 2020 & 2021
Regularly exceeded monthly sales quotas by 25%
Demonstrated strong customer service skills by providing personalized services for each customer

EXTRACURRICULAR ACTIVITIES

Vice President of SU American Marketing Association, Seattle University 2022 to Present
Alpha Kappa Psi Member, Seattle University 2021 to Present
Children's Literacy Tutor, Bailey Gatzert Elementary School, Seattle, WA Fall 2022
Intramural softball, soccer, and volleyball, Seattle Central College 2021 to 2022

SKILLS AND INTERESTS

Lululemon Omnichannel Marketing Virtual Experience Program on Forage (July, 2023)
Technical: Microsoft Excel Certified (2023); Adept at Adobe Photoshop and C++
Languages: Written and verbal fluency in Spanish
Interests: hiking, reading historical fiction books, international travel

RESUME EXAMPLE: STUDENT ATHLETE

Penny Shootwell

Seattle, WA

206.867.5309 | pshootwell@gmail.com

www.linkedin.com/in/pennyshootwell

EDUCATION

Seattle University, Seattle, WA

Expected Graduation: June 2024

Bachelor of Arts in Business Administration Degree, Finance Major

Minor: Business Analytics

- Overall GPA: 3.7 Major GPA: 3.5
- Honors: Dean's List (Winter 2022 to Present), SU Player of the Week (February, 2023)

WORK EXPERIENCE

Summer Analyst, Cascadia Capital, Seattle, WA

June 2023—August 2023

- Work closely with assigned bankers in analyzing financial statements and general economic conditions
- Researched industry specific data and trends and provided executive summaries to bankers
- Strengthened my written communication skills by developing materials for clients and prospective clients including pitch books, confidential information memorandums, management presentations and financial models.
- Collaborated with three other interns to create and finalize new business development presentations utilizing MS PowerPoint

LEADERSHIP EXPERIENCE

D1 Women's Basketball Team, Seattle University, Seattle, WA

September 2020—present

- Committed 15-20 hours per week to training and competitive play while maintaining course load
- Coordinate team community service events that encourage cohesiveness between team members and foster community support for SU athletics
- Co-Captain (September 2023—present)
 - Strategized a game plan utilizing individual team members strengths and communicated plan to coach and co-captain for constructive feedback
 - Led team to successfully make decisions under pressure

EXTRACURRICULAR ACTIVITIES

- Redhawk Fund Club Member, Seattle University 2023 to Present
- Alpha Kappa Psi Member, Seattle University 2022 to Present

SKILLS & INTERESTS

- JP Morgan Investment Banking Virtual Experience Program on Forage (August 2023)
- Strong analytical and quantitative skills developed through my Summer Analyst position at Cascadia Capital
- Efficient time management skills honed by balancing challenging coursework with D1 athletics
- Technical: Microsoft Excel Certified (2022); adept at Adobe Photoshop and Canva
- Languages: Written and verbal fluency in Spanish
- Interests: surfing, exploring new restaurants, fashion

RESUME EXAMPLE: CLASS PROJECT

Seymore Dollars

Seattle, WA • 206.555.8888 • seymoredollars@hotmail.com
www.linkedin.com/in/seymoredollars

SUMMARY

- Financial analysis and research abilities acquired from finance coursework and Albers Investment Club
- Interpersonal 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 project management skills demonstrated through creating and completing community volunteer projects

EDUCATION

Bachelor of Arts in Business Administration, Finance and Economics Double Major Seattle University, Seattle, WA

Anticipated Graduation: June 2024

Major GPA: 3.8; Cumulative GPA: 3.9

Honors: Dean's List (Winter 2021 to Present), Costco Scholar

Financial Analysis Class Project: Corporate Finance course, Winter 2023

- Worked with a team of 4 group members to analyze case study and complete a report
- Learned how to analyze & evaluate annual reports of Dell, Apple, and HP
- 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, The Cheesecake Factory, Seattle, WA January 2023 to Present

- Recognized for hard work and reliability by being 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 an average of 50 customer orders per shift
- Maintained a high level of customer satisfaction by greeting customers in a timely manner and ensuring accuracy with orders

Event Planner Volunteer, Emerald Hills Elementary School, Seattle, WA Sept. 2022 to Dec 2022

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

ACTIVITIES

- Member, Albers Investment Club, Seattle University April 2022 to Present
 - President-elect 2023—2024 school year
- Member, Toastmasters, Seattle University September 2021 to Present

SKILLS & INTERESTS

- Accenture Strategy Consulting Virtual Experience Program on Forage (June 2023)
- Certification: Financial Markets Certificate from Yale University (Coursera, 2023)
- Interests: Snowboarding, golfing, DJing

RESUME EXAMPLE: GRADUATE LEVEL OR MORE EXPERIENCE

Li Ming

Seattle, WA | lming@gmail.com | 206-123-4567 | www.linkedin.com/in/namehere

EXECUTIVE SUMMARY

- 3+ years driving product development, marketing strategies and revenue growth through market research and analytics
- Proven expertise in ROI analysis, project management, and team leadership
- Experience analyzing consumer and marketing data to improve user experience and reach new customer segments
- Adept at combining front line knowledge with business strategy initiatives gained through MBA at Seattle University

KEY SKILLS

Excel (Pivot Tables, VLookup) | Python, Java, R, C#, Ruby | SQL and MySQL
Big Data | Business Analytics | Bilingual: Fluent in English and Chinese | Cross-Cultural/Functional Team Leadership

EDUCATION & CERTIFICATIONS

Seattle University, Albers School of Business

Master of Business Administration – Certificate in Business Analytics

- Treasurer, Albers Graduate Student Association
- 3rd place winner of the annual Harriet Stephenson Business Plan Competition

Seattle, WA

Estimated June 2025

Washington State University

Bachelor of Arts in Business Administration – Marketing Concentration

Pullman, WA

May 2019

PROFESSIONAL EXPERIENCE

Amazon – Seattle, WA

2020 – Present

Develop products by identifying consumer needs; conducting market research; generating product requirements; determining specifications, production timetables, pricing, and developing marketing strategies.

Sr. Product Manager (2021 – Present)

- Analyze product specifications, customer feedback, and market testing for the development of 4 next generation products
- Accelerated delivery and deployment by 10% from the streamlining of delivery modules. Significantly reduced manual processes by implementing modularity and code reuse
- Reduced costs by \$5 million and enhanced development flexibility to meet market demands by designing and implementing iterative development and delivery mechanisms

Product Manager (2020 – 2021)

- Conducted market need analysis, gathered and studied product plans and services
- Managed team of 7 designers for development cycles of 2 new products and services

Blueprint Consulting – Bellevue, WA

2019 – 2020

Provided support to Product & Services Marketing team at a Seattle based IT Consulting firm with clients across the US and Europe; owned collecting and reporting on marketing programs performance data.

Marketing Coordinator (2019 – 2020)

- Successfully organized marketing fair attended by over 50 potential clients, which resulted in increasing company's clientele by 58%
- Ordered, tracked, and reviewed inventory levels of all marketing and promotional materials valued up to \$50K
- Analyzed the ROI on a total media spend of over \$11 million for 2019 (\$4.8 million) and 2020 (\$6.5 million)
- Extensively used SQL and advance Excel to fulfill analytical requests, such as identifying areas of revenue growth

VOLUNTEER EXPERIENCE

Washington State Trails Association Volunteer

2018 – Present

- Lead planning team currently strategizing solutions to overcrowding at Mount Rainer National Park
- Coordinated and led 5 work parties that repaired over 10 miles of damaged trails

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

First Corporation

Bellevue, WA

206.987.6543

Brian.dent@firstcorp.com

Mentor—Seattle University Albers Mentor Program

Dr. Frank Jones

Albers School of Business & Economics

Seattle University

Seattle, WA

206.296.5555

jonesf@seattleu.edu

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 Career 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 Career Center
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