

## Resume Workshop

This workshop is designed to aid young adult students in constructing their first resumes. It will focus largely on the gathering and organization of information before presenting that information in a concise, professional manner. Students should also learn the proper form for resumes, such as correctly formatting their resume, employing professional language, and using appropriate punctuation.

### Format

**Supplies:** Your resume is intended to impress potential employers; therefore, you should print the resume using nicer supplies than you would if you were doing academic or letter writing. Use standard 8 ½- X 11-inch bond paper, 24 lb. Use a matching envelope when mailing your resume. However, in the computer age, it is unlikely that you will mail your resume. Since most resumes are submitted through the internet, create a PDF that is easy to share.

**Resume Length:** Your resume should be as concise as possible; keep your resume at one page.

**Page Margins:** The standard page margins in word processing programs (1" margins on the top, bottom, left, and right sides of the page) work for most resumes. However, if you need to tighten the margins to reduce the length of your resume, it's fine to reduce the margins to 1/2".

**Layout:** Regardless of the layout/organization you choose for your resume, be sure to maintain consistency throughout. Each section should look uniform with its surroundings. For example, if you put the name of one company in italics, every company name must be in italics.

**Font and Size:** Do not use ornate fonts that are difficult to read; Times New Roman, Arial, Calibri, or a similar font is best. Your font size should be between 10 and 12 points, although your name and the section headings can be a little larger and/or bolded.

### Outline

**Identification:** You will want to include your name, phone number, email, and a link to your professional social networking page (if you have one).

**Summary:** Here you want to communicate that you are the best candidate for the position by showcasing how your skills, experiences, and goals will benefit the company. Use the description of the job you're applying for as a guide.

**Education:** List your major and/or minor field of study. Also, provide your GPA, honors, publication, and projects.

**Experience:** List the jobs you've had and include one-line phrases to inform the potential employer about the experience you've gained from them.

**Skills:** This is a section where you can list any relatable skills you have, like a foreign language or special training.

**Volunteer:** If you have volunteer experience, list the places you've volunteered at as well as the experience you gained there.

**References:** Place "References upon request" at the bottom of your resume. Create a separate reference page document.

## Content

In the content of your resume, you want to use action words and one-lined phrases to generate energy. Also, avoid using person pronouns like I; using personal pronouns makes your resume mundane and boring. Use past tense to describe events in the past and present tense to describe events you're still active in. Avoid passive voice and use active voice.

**Passive voice:** The road was crossed by the chicken.

**Active voice:** The chicken crossed the road.

To create active voice, use action words. Here are 100 great resume words:

Assist	Examined	Negotiated	Represented
Able	Facilitate	Observed	Restructured
Action	Formulate	Obtained	Revised
Analysis	Fulfilled	Operated	Safeguarded
Achievement	Forecasted	Organized	Secured
Accomplished	Generated	Originated	Selected
Advanced	Gained	Overhauled	Specified
Conduct	Gathered	Oversaw	Spearheaded
Consult	Gave	Participated	Standardized
Committed	Headed	Performed	Strengthened
Conducted	Hosted	Pioneered	Structured
Contributed	Identified	Planned	Suggested
Coordinated	Implemented	Prepared	Superseded
Delegated	Improved	Presented	Supervised
Develop	Improvised	Promoted	Targeted
Deliver	Influenced	Provided	Taught
Design	Launched	Published	Tested
Defined	Lobbied	Pursued	Trained
Diversified	Maintained	Quantified	Transcended
Devoted	Managed	Ranked	Unified
Distinguished	Marketed	Received	Upgraded
Encourage	Maximized	Recommended	Utilized
Earned	Mediated	Redesigned	Validated
Enhance	Modernized	Reengineered	Valued
Evaluate	Motivated	Reorganized	Wrote

## One-liners

One-liners are short “punchy” phrases that are packed with information to describe your skills, abilities, and achievements. These action statements show you performing a specific action: *Tutored* other students in Algebra, Accounting, and Calculus.

## Brandon Benedict Balthazar III

(231)111-5555 – [Brandon.Balthazar@email.com](mailto:Brandon.Balthazar@email.com) – LinkedIn

**SUMMARY:** Apply thorough knowledge of computer systems and applications to install, deploy, and test new systems. Research various hardware and software to improve the overall Information and Technology (IT) function. Assist colleagues with IT needs.

**EDUCATION:** Wayland Baptist University, Plainview, TX May 2017  
Bachelors of Science in Management Information Systems  
GPA: 3.8

**EXPERIENCE:** **Becker & Buckner, Lubbock, TX** March 2016 – Present  
*Logistics Analyst*

- Coordinate weekly orders and ensure that databases are updated with new forecasts and safety stock measurements
- Analyze international forecasts to formulate the statistics posted on the Smith & Jones website
- Establish automated order processing to allow international customers to order directly via Electronic Data Interchange (EDI) or File Transfer Protocol (FTP)

**Bob's Boundless Cash, Plainview, TX** June 2015 – March 2016  
*Loan Consultant*

- Entered and maintained all borrower information in Database Management system
- Structured each loan application and loan terms in concern to both client and Bob's Loans
- Provided guidance to borrowers on the loan process

**SKILLS:**

- Professionally trained in Merica Lincs CPR system as well as Order Processing System (COACT)
- Accurately maintain Database Management systems
- Calculate statistics for forecasts and stock safety measurement

**ACTIVITIES:** **Beta Gamma Sigma Honor Society**, Member, 2016 – Present  
Raised \$10,000 for entrepreneurs in third world countries by hosting a "Golf Day" in local community.

**Enactus**, Member, 2015 – Present  
Working with business leaders to gain connections and enable others to develop their own businesses.

**References upon request**

## Service Development Representative (indeed.com, accessed 2/5/19)

Allegiance Behavioral Health

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Plainview, TX

The Service Development Representative develops referral relationships with resources in the community and acts as a conduit for information between the facility and the resources making each aware of how their services may compliment and meet the client's needs. Collaborates with the medical director, program administrator, staff and community to identify specific areas of educational needs. An annual educational calendar is developed and then implemented to enhance community understanding of mental health issues and/or develop/improve staff skill levels. As Service Development Representative, case management functions within the community are undertaken. The function acts as a liaison between providers and referral sources to ensure the smooth transition of services from different levels of clinical intensity.

### PREFERRED KNOWLEDGE, SKILLS, AND/OR EXPERIENCE REQUIRED:

Education: Bachelor of Science Degree in Marketing preferred, or Business Development Experience with a focus on healthcare.

Experience: A minimum of two (2) years of experience in Sales or Development in healthcare and/or medical industry is required

Proven experience in marketing/sales/customer service and or a clinical educator.

Accustom using mobile tools and applications

Acquired ability to observe goals as minimum standards and always strives to exceed minimum standards

Proficient knowledge of tablets and smart phones

Top Competitive Salary

Health, Dental, Vision Insurance

Paid Holidays/Sick/Vacation time

Job Type: Full-time

Experience:

- Marketing: 2 years (Required)
- Customer Service: 2 years (Required)
- Sales: 2 years (Required)

Education:

- Bachelor's (Required)

## Resume Assembly

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Job Objective: \_\_\_\_\_

### Summary

- \_\_\_\_\_  
How much experience related to this line of work
- \_\_\_\_\_  
Training or education related to this line of work
- \_\_\_\_\_  
A special achievement or recognition
- \_\_\_\_\_  
Some key skills, talents, special knowledge
- \_\_\_\_\_  
Something about your positive attitude or work ethic

### Education

School	Grade Level	Graduation Date
Noteworthy Classes/ Advanced Classes		
Awards/Honors/Recognition		
Extracurricular Activities		
Statistics		

## Work History

Company Name and City	Job Title	Dates of Employment
One-liner		
One-liner		
One-liner		

## Relevant Skills

Skill
One-liner
Skill
One-liner

## Volunteer

Activity	Organization	Date
One-liner		
Activity	Organization	Date
One-liner		