

The slide features a light blue background with a faint grid pattern on the left side. On the right side, there are several overlapping, curved, paper-like shapes in shades of orange, teal, and light blue. A white arrow points from the left edge towards the text.

# Resume Basics

1 page  
recommended

No more than 2  
pages

## **MINDY MORE**

333 Thomas More Parkway, Crestview Hills, KY 41017

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### **EDUCATION**

#### **Bachelor of Science in Psychology**

Thomas More University; Crestview Hills, KY

Anticipated Graduation:

December 2019

### **WORK EXPERIENCE**

#### **Package Handler**

UPS; Hebron, KY

Seasonal 2016

- Worked efficiently within a fast paced environment
- Lifted, lowered, and slid packages up to 70 lbs
- Troubleshoot potential and current issues nightly

#### **Server**

Oriental Wok; Lakeside Park, KY

June 2016-Present

- Accurately took orders to ensure satisfaction of customers
- Provided service in timely manner by prioritizing tasks

#### **Barista**

Starbucks; Florence, KY

January 2015-June 2016

- Multitasked by accurately tracking multiple complex orders
- Functioned constructively and professionally with other team members
- Maintained a well-organized work setting

### **INTERNSHIP EXPERIENCE**

#### **Mentoring Intern**

Life Learning Center; Covington, KY

June 2016-August 2016

- Facilitated educational workshops and activities aimed in promoting positive self-esteem and leadership skills among diverse adolescents
- Delivered one-on-one mentoring to at risk and troubled teens
- Provided tutoring in math, science, and writing to high school age students

### **CAMPUS AND COMMUNITY INVOLVEMENT**

#### **Events Coordinator**

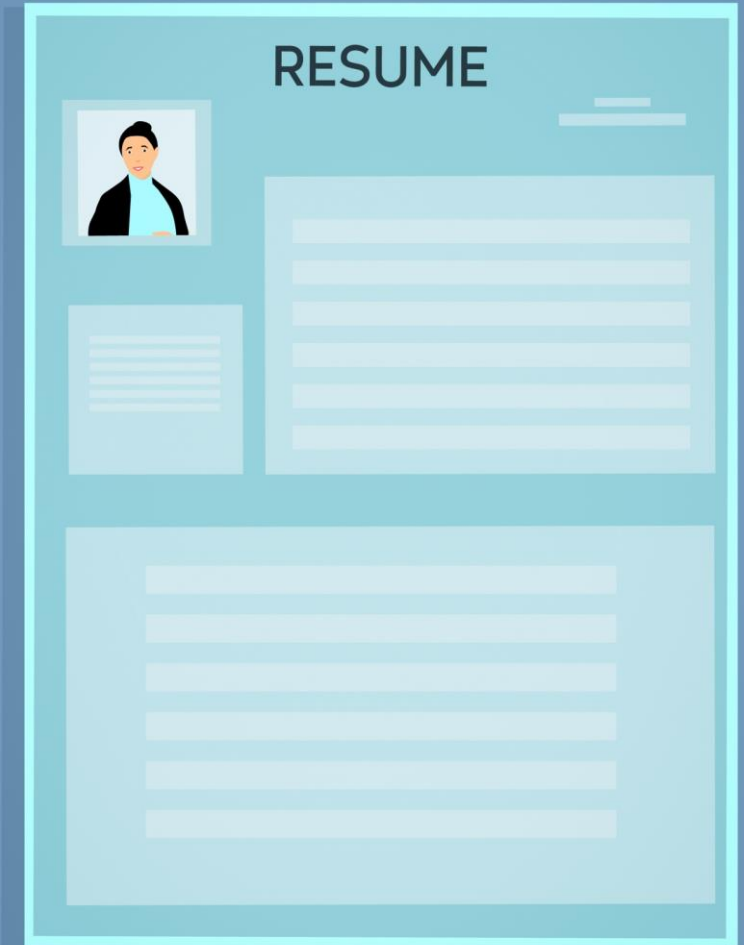
Thomas More University Campus Activities Board; Crestview Hills, KY

September 2015 – May 2016

- Contacted and hired vendors for various events on campus
- Worked with University Risk Management Department to secure contracts
- Managed a budget of \$8000

# What to include...

- Heading & Contact Info
- Objective
- Skills & Strengths
- Education
- Work Experience
- Additional Sections



## Resume Checklist: *Your Resume Should Include...*

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### A Heading

- Heading name should be a slightly larger font to stand out.
- Can have 1 or 2 addresses (ex. school and permanent). Include: house number, street name, city, state, and zip.
- Telephone number including area code (make sure your voicemail is set up).
- Email address (that is 'professional' in nature & excluding hyperlink).

### An Objective (optional)

- That helps the employer understand the specific position you are seeking and the skills that you have to offer the company (avoid using "either/or" statements; ex: finance or accounting).

### An Education Section

- With the name of the university you are attending and the city and state (or country) which it is located.
- With the degree that you are working to obtain spelled out (No abbreviations!).
- With your minor (if applicable).
- With the month and year that you expect to graduate.
- Use GPA only if 3.5 or above, use 1 decimal point: 3.8 not 3.85 (optional).
- With any previously obtained degrees, universities attended, or study abroad programs but don't include high school (if applicable).
- Can include relevant coursework, project/conference info, or awards (optional).

### A Work Experience Section(s)

- With the organization's name for each work experience listed.
- With your position title listed.
- With the dates (month and year only) listed.
- With the city and state (or country) in which each organization is located.
  - Note: street address and contact names should not be included
- With an action verb or phrase at the beginning of each bullet point describing the responsibilities or measurable results achieved within each role (no paragraphs).
  - Examples: evaluated, developed, managed, organized, promoted...
- With verbs written in the correct tense (past or present). If you are still working there use present tense. If you no longer work there use past tense.
- When possible include "how much," "how many," "how often" to highlight tasks.

### A Skills Section (optional)

- Which includes computer experience, languages, certifications, special training, equipment, etc... relevant to position listed in the objective

### A Volunteer Experience or Activities Sections (optional)

- Include position held, name of organization/group, city and state (or country), dates of involvement, and task performed or awards received.

### Honors or Affiliations Sections (optional)

- Include the organization/group, city and state (or country), any awards received, and dates of involvement

### Extra Notes

- *Your resume should not include:*
    - Spelling errors, contractions, abbreviations, or typos
    - Personal pronouns such as me, my, or I
    - Slang or trite expressions (ex. Working with people, hardworking, great communicator etc...)
    - Reference to race, religion, political preference, handicap/disability, etc...unless it has a direct bearing to the career objective
  - *Your resume should be:*
    - 1 page long (2 at most) and easy to read (clear and concise).
    - Consistent format regarding things such as period usage by section, way dates are listed by section, matching font style, matching font size, margins, indentations, etc...
  - "References Available Upon Request" should not be listed on the resume
    - If the employer has specifically requested references, list them on a separate page
    - Including that person's name, title, address, phone number, email, and their relationship to you
    - Be sure to get their permission first!
  - Remember that a resume is a means of relating skills, achievements, qualifications, personal qualities, and interests that will convey how you can benefit the prospective employers!
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# Formatting, Organizing, & Style

## Resume Should Include:

- 1 page recommended, 2 pages allowed
- Simple fonts: Times New Roman, Arial, or Georgia
- Use font size 10-12
- General summary of role
- Key accomplishments

## Resume Should NOT Include:

- Spelling errors, contractions, abbreviations, or typos
- First person (me, my, I)
- Slang
- Reference to race, religion, political preference, handicap/disability
- References or "References Upon Request"

# Word Choice

- Use action verb at the beginning of each bullet point
- When possible include “how much”, “how many”, “how often” to highlight tasks
- Correct verbs’ tense = present or past
  - If you are still working there, use present tense
  - If you no longer work there, use past tense

# Need help building or updating your resume?

- Email [icgstaff@thomasmore.edu](mailto:icgstaff@thomasmore.edu) with the subject "Appointment Request"
- You will receive an email from [huser@thomasmore.edu](mailto:huser@thomasmore.edu) with the scheduling link.

# Contact Info

- First and Last Name
- City, State, zip
- Phone Number (123)456-7891. MAKE SURE VOICEMAIL IS SET UP AND PROFESSIONAL
- Email address: use professional email address





# Objective

- Overview of your short-term professional goals and explanation of why you're seeking employment.
- About 3 sentences
- This needs to be edited with EVERY application.
- Edit the objective to match the job description of the position that you are applying for.
  
- Example: I am a highly driven recent business school graduate seeking a full-time position in finance where I can lend my knowledge of market analytics to help your organization improve profitability.

# OR Summary

- A short description of your experience qualities and skills
- A few sentences long
- Also, edited with every job application
  
- Example: Social media specialist with detailed knowledge of Google Analytics, online marketing and social media analytics. Over 3 years of experience in web marketing, PPC, and SEO, adept at researching relevant industry and market developments.



# Education

- Name of University
- City and State
- Graduation date or expected graduation date
- Bachelor/Master of Arts/ Science in \*blank\*
- Minor or concentration
- Honors status?
- Bonus for relevant courses



# Work Experience

- Company Name
- City and State
- Job Title
- Start-End Dates month/year
- Brief Paragraph on job description
- Bullet points are for key accomplishments



# Bullet Point Writing Formula

Power Verb + What you did + Result/Outcome=Quality Bullet Point

## Examples

- Filmed and produced a 10-minute documentary on Mental Health awareness for residents
- Process personal tax returns for low-income families
- Developed interactive lesson plans for 5<sup>th</sup> grade students focusing on expanding vocabulary
- Organize monthly events on campus to promote diversity

# Additional Sections

- Volunteer Experience
- Internships
- Professional Certifications
- Honors and Awards
- Collegiate Athletics
- University Activities
- Research or Presentations



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## First & Last Name

Full Mailing Address • Phone Number • Email Address • Portfolio or LinkedIn Link (optional)

### References

First & Last Name of Reference (Including Prefix, Suffix, Mr., Mrs., Dr., or PhD.)

Title or Position

Department (optional)

Place of Employment

Street Address

City, State Zip

Phone Number (Including area code)

Email Address

Relationship to You

#### **Mr. Zach Rehtin**

Coordinator of Career Planning

Institute for Career Development and Graduate School Planning

Thomas More University

333 Thomas More Parkway

Crestview Hills, KY 41017

(859) 344-3326

rehtinz@thomasmore.edu

Supervisor for Work Study

#### **PhD. Thomas More**

Department Chair

Biology Department

Thomas More University

333 Thomas More Parkway

Crestview Hills, KY 41017

(555) 867-5309

Moret@thomasmore.edu

Professor and Academic Advisor

# References do not go on resumes

- Make a separate document for your professional references
- 3 is a safe amount
- Always ask people before listing them
- Examples of people who can be a reference are supervisors, coaches, professors, leaders from places you volunteer, student officers from clubs, etc.

