



RESUME BASICS 101

SIX SECONDS TO MAKE AN IMPRESSION

According to a study released by *TheLadders*, an online job-matching service, recruiters spend an average of six seconds reviewing an individual resume. Therefore, it is imperative that you create a resume that is applicable to each individual position you apply to.

RESUME DO'S & DON'T'S

DO

- revise your resume for each position.
- use 10-12 point font.
- use bold/CAPS to make all section headings stand out.
- start every skills statement with an action verb.
- print your resume on white or off-white paper.
- organize your resume so the most relevant information is at the top.
- send your resume with a cover letter.
- think in terms of accomplishments when preparing your resume.
- emphasize transferable skills, especially if you do not have much experience or seek to change careers.
- use numbers whenever possible.
- include CURRENT phone number and email address.
- consider a bulleted style to make your resume as reader-friendly as possible.

DON'T

- use too many fonts or font sizes.
- use decorative fonts or bullets.
- use first person pronouns such as I, we, or our.
- include salary information.
- include job references as part of the resume itself.
- list references right on your resume. (References are for a later stage of the interview process.)
- include personal information. (i.e., height, weight, marital status.)
- leave out the locations of your past jobs. (city and state)
- use expressions like "Duties included," "Responsibilities included," or "Responsible for".
- include hobbies or other irrelevant information.

THE BREAK DOWN

SECTION	BASICS	SUGGESTIONS
CONTACT INFORMATION	<ul style="list-style-type: none"> Name, address, phone number, and email address should be at the top of the page. Always include area and zip codes. 	<ul style="list-style-type: none"> Be sure your voicemail message and email address are business-appropriate. If someone else could be answering your calls, make sure they use proper etiquette and relay the message to you.
EDUCATION	<ul style="list-style-type: none"> Begin with your most recent educational experience. Include the degree you expect to earn or have earned, your major, college, expected date of graduation, and GPA (optional). Add relevant coursework/certifications as an option. List any colleges attended for a significant period of time. 	<ul style="list-style-type: none"> The emphasis on your GPA will vary by employer. If your GPA is a 3.0 or higher, we recommend that you include it on your resume Some students will list only their major GPA if it's higher, rather than their overall. Contact a career counselor if you have specific questions about your GPA. Do not average your Durham Tech GPA with grades from other institutions.
HONORS	<ul style="list-style-type: none"> Include academic honors such as the Dean's List, scholarships, and honor societies. 	<ul style="list-style-type: none"> Honors may be listed under a separate heading or as a subsection under Education.
EXPERIENCE	<ul style="list-style-type: none"> Include any employment, internships, campus leadership offices, clinical experience, volunteer work, and relevant class/research projects. Include title, name of organization, location, and dates for each position. Emphasize duties, responsibilities, skills, and accomplishments appropriate to the position for which you are applying. 	<ul style="list-style-type: none"> Use phrases beginning with action verbs rather than sentences. Do not use pronouns in your job descriptions. You do NOT need to restrict this category to paid experience. You may wish to separate this section into "Related Experience" and "Other Experience."
SKILLS	<ul style="list-style-type: none"> Foreign languages, computer skills, and other relevant skills should be included. 	<ul style="list-style-type: none"> List level of fluency/proficiency with languages/computer skills. (Do not overstate your competence.)
ACTIVITIES	<ul style="list-style-type: none"> List college-related activities including student senate, student clubs, sports activities, etc. not mentioned elsewhere. 	<ul style="list-style-type: none"> Be sure to note offices held and committee involvement.
COMMUNITY SERVICE/ VOLUNTEERING	<ul style="list-style-type: none"> List organizations and the skills and abilities utilized. 	<ul style="list-style-type: none"> If the setting is religious or political, you may want to use generic descriptions. (For example, Member of Campus Political Organization.)
REFERENCES	<ul style="list-style-type: none"> References or "references available upon request" do NOT go on the resume 	<ul style="list-style-type: none"> Create a separate page with the word "References for Your Name" at the top. List names, titles, names of employers, addresses, and telephone numbers. Always ask permission before using anyone's name as a reference.

RESUME ACTION VERBS

achieve	distribute	involve	relate
acted as	document	judge	reorganize
active in	draft	lead	report represent
adapt	earn	lecture	research
administer	edit	locate	resolve
advise	eliminate	maintain	review
allocate	employ	manage	revise
analyze	enact	mediate	schedule
anticipate	encourage	modify	screen
approve	enforce	monitor	select
arrange	enhance	motivate	serve
assess	establish	negotiate	simplify
assist	estimate	observe	solve
attend	evaluate	obtain	speak
balance	examine	operate	standardize
budget	express	order	stimulate
calculate	facilitate	organize	strengthen
chaperone	follow up	originate	structure
clarify	formulate	oversee	substitute
coach	gain	participate	summarize
communicate	generate	perceive	supervise
compare	grade guide	perform	support
complete	handle	plan	teach
conduct	identify	predict	test
construct	illustrate	prepare	train
consult	implement	prescribe	transform
control	improve	present	translate
cooperate	improvise	prevent	treat
coordinate	incorporate	produce	tutor
counsel	increase	propose	utilize
create	influence	prove	verify
decide define	inform	provide	win
delegate	initiate	publicize	write
demonstrate	inspect	publish	
design	inspire	question	
determine	instruct	realize	
diagnose	integrate	recognize	
direct	interact	recommend	
discipline	interpret	redesign	
discover	interview	refer	
display	investigate	reinforce	

Betty Doe

234 Ranch House Road
Durham, NC 27707
(919) 234-5678

Student1234@connect.durhamtech.edu

EDUCATION

Durham Technical Community College, Durham, NC May 20XX
Associate's Degree in Nursing (ADN), GPA: 3.5

CERTIFICATIONS

North Carolina Registered Nurse June 20XX
North Carolina Certified Nursing Assistant February 20XX
Basic Life Support Certification January 20XX

CLINICAL EXPERIENCE

Medical/Surgical, Duke University Medical Center, Durham, NC (40 hours) Spring 20XX
Pediatrics, North Carolina Children's Hospital-Pediatrics, Chapel Hill, NC (40 hours) Spring 20XX
Psychiatrics, Duke Psychiatry and Behavioral Medicine, Durham, NC (40 hours) Spring 20XX
Geriatrics, Hillcrest Convalescent Center, Durham, NC (40 hours) Fall 20XX
Maternity, Duke University Medical Center, Durham, NC (40 hours) Fall 20XX
Emergency Room, Duke University Medical Center, Durham, NC (40 hours) Fall 20XX

WORK EXPERIENCE

Certified Nursing Assistant (CNA)

Durham Ridge Assisted Living, Durham, NC January 20XX- present

- Checked and recorded patients' vital signs
- Recognized abnormal changes in patient body functioning and reported to supervisor
- Assisted patients with medication reminders, bathing, grooming, dressing, and daily living activities
- Collaborated with staff to create patient care plans and assessment
- Cared for patients diagnosed with dementia

Medical Office Assistant/Administrative

UNC Healthcare, Durham, NC March 20XX- December 20XX

- Greeted patients and checked patients in and out of facilities
- Scheduled patient appointments
- Collected patient co-pays and outstanding balances
- Managed a cash draw and adhered to daily cash control procedures

PROFESSIONAL ORGANIZATIONS/ACCOMPLISHMENTS

President, Student Nurses Organization August 20XX – May 20XX
Member, Practical Nursing Student's Organization January 20XX - present
Member, Phi Theta Kappa May 20XX - present
North Carolina Nursing Scholar May 20XX

***THIS IS A SAMPLE AND NOT
MEANT FOR REPLICATION.***

John Doe

123 Easy Street
Durham, NC 27707
(123) 456-7890
jdoe123@gmail.com

Skills

- Basic Safety
- Equipment Maintenance
- Oxy-Acetylene torches
- MIG Welding
- TIG Welding
- Fabrication

Education

JANUARY 20XX - MAY 20XX

Durham Technical Community College, Durham, NC - *Certificate of Completion in Welding Technology*

GPA: 4.0

Relevant Experience

SEPTEMBER 20XX - PRESENT

Trades That Pay, Durham, NC - *Welder Fitter*

- Laid out, fitted, and fabricated metal components to assemble structural form using MIG and TIG welding techniques
- Interpreted blueprints
- Analyzed engineering drawings and specifications to plan future welding operations

MAY 20XX - MAY 20XX

Blooming Energy, Raleigh, NC - *Welder Apprentice*

- Performed basic job functions as directed by Shift Lead and/or Supervisor
- Fabricated components for use in an electrical power generator
- Maintained all shop equipment
- Created fabricated fixtures
- Recommended methods of improvement for hardware and assembly

Additional Experience

JANUARY 20XX – MAY 20XX

Best Buy, Raleigh, NC – *Cashier*

DECEMBER 20XX – DECEMBER 20XX

JC Penney, Durham, NC – *Sales Associate*

Awards

Safety First Award Presented by Welding Instructors

***THIS IS A SAMPLE AND NOT
MEANT FOR REPLICATION.***

Lisa Applebee

123 Chili Lane
Dallas, Texas
(787) 123-7654
Lapplebee123@gmail.com

EDUCATION

Durham Technical Community College, Durham, NC **May 20XX**
Associates of Applied Science in Business Administration
GPA: 3.0

CERTIFICATIONS

Durham Technical Community College, Durham, NC **May 20XX**

- Business Core
- Entrepreneurship
- Human Resources Management
- Management
- Marketing

RELEVANT EXPERIENCE

Entry Level Account Representative **May 20XX-current**
Halo Consulting, Inc., Durham, North Carolina

- Oversee printing of daily reports
- Contact customers to increase retention and enhance customer experience
- Lead staff meetings and training workshops
- Input data into company system

Business Administration Intern **January 20XX-May 20XX**
Heads Up, Inc., Durham, North Carolina

- Assisted with processing mail, bookkeeping, data entry, and office supplies requested
- Collaborated with Business and Communications Assistant to develop internship final project
- Trained new interns in general office procedures
- Improved office administration procedures

ADDITIONAL EXPERIENCE

Shift Manager **June 20XX-December 20XX**
Chick-fil-a, Durham, NC
*Completed degree while holding full-time employment

Receptionist **August 20XX-June 20XX**
C & K Legal Services, Durham, NC

PROFESSIONAL ORGANIZATIONS

Member, Gamma Beta Phi Honor Society **May 20XX**
Vice President, Phi Beta Lambda **March 20XX- May 20XX**

SKILLS

Mastery of Microsoft Office programs, Basic conversational Spanish

***THIS IS A SAMPLE AND NOT
MEANT FOR REPLICATION.***