



RÉSUMÉ DEVELOPMENT

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What is a Résumé?

Your résumé is your marketing tool. It is a document for presenting your skills and experiences to potential employers. It should be constructed so it is easy to scan quickly, while containing enough information that a closer read will reveal essential details about what you've done and your potential.

Résumé Guidelines

1. One page is usually sufficient for internship and entry level résumés
2. Reverse chronological format - most recent experiences within each category first
3. Include bulleted statements underneath your experiences to highlight relevant and **transferable skills**.
4. Lead your bulleted statements with action-verbs in the correct tense -present position = present tense (Develop), past position = past tense (Developed)
5. Do not include personal pronouns (e.g. I, me, my, we, etc.)
6. Use simple fonts such as Times New Roman, Arial or Calibri

Transferable Skills

Entry-level candidates, with limited experience at the professional level in their chosen field, can demonstrate **transferable skills** by effectively presenting experiences and talents developed in part-time work, internships, classes, etc.

EXAMPLE: (job duty) I made phone calls.

Skill: What did you learn/demonstrate by performing this duty? Example: communication skills.

Structure: Put this into a statement: "I learned communication skills by making phone calls."

Eliminate "I" and add strong verb: "Developed strong communication skills."

Clarify: *Who? What? Where? When? Why?* UST alumni, fund-raising, phone center, fund-drive, scholarships.

Quantify: Where possible, give a sense of the scope of your experience: *How much? How many?*

Result: Where possible, highlight outcome and result to demonstrate impact.

Original Bullet Point: Made phone calls.

Revised Bullet Point: Communicated with over twenty alumni per evening as part of fundraising drive for student scholarships.

Transferable Skills Statements Will Form Your Resume's Foundation

Desired skills for entry level positions can be ascertained in part from looking at listings for position openings. Perusing the ads you can almost always expect to see:

Communication (Written and verbal)
Planning/Organizing/Prioritizing
Teamwork abilities

Strong work ethic
Analytical Abilities
Problem solving

The specific list will vary depending upon the specific position or field you are looking at. As you begin your resume, use the model in the previous section to consider how you can craft entries demonstrating these and other required skills drawing from your work, volunteer and school experiences.

Below is a list of some action verbs that can be used to start skill phrases:

acted	counseled	gathered	organized	reproduced
adapted	created	gave	perceived	researched
addressed	critiqued	guided	performed	restored
administered	debated	heard	persuaded	reviewed
advertised	decided	helped	planned	risked
allocated	defined	hosted	prepared	scanned
analyzed	delegated	identified	presented	scheduled
appraised	delivered	implemented	prioritized	screened
assessed	demonstrated	initiated	processed	serviced
assigned	designed	inspired	programmed	served
bargained	detected	interpreted	promoted	shaped
built	developed	invented	proofread	simplified
calculated	directed	judged	provided	sold
cared for	discussed	led	publicized	spoke
catered	drafted	learned	published	strategized
changed	drew	lectured	purchased	studied
clarified	edited	listened	raised	summarized
collaborated	educated	made	reacted	supervised
collected	encouraged	managed	read	supported
communicated	enforced	manipulated	reasoned	systematized
compared	enlisted	mapped	recommended	talked
compiled	evaluated	mediated	reconciled	taught
composed	examined	memorized	recorded	tended
computed	expedited	modified	recruited	terminated
conducted	experimental	monitored	reduced	trained
constructed	explained	motivated	reflected	translated
contributed	expressed	negotiated	related	traveled
controlled	facilitated	observed	remembered	understood
cooperated	filed	operated	repaired	validated
coordinated	fundraised	ordered	reported	wrote

4. Experience:

This section is where you detail your paid employment experience and other in-depth experiences. Jobs are listed with the most recent first. Before you begin, really think about what functions and accomplishments you have completed in each of the part-time, full-time or summer jobs you've held. You may list the place of employment or the job title first. Consider: "Given what I want to do, what do I want my prospective employer to notice?" So, an accounting student who has done basic bookkeeping might go with:

Bookkeeper, E's Home for Youth, Babbitt, MN

Summers 2013 to Present

While a Social Work major who held the same job might list it as:

E's Home for Youth, Bookkeeper, Babbitt, MN

Summers 2013 to Present

When possible, try and include more entries in your most recent employment, with fewer lines in subsequent entries. This subtly suggests that your work history has progressed. For instance:

FedEx, Customer Service Associate, St. Paul, MN

January 2013-Present

- Assist customers with operating and troubleshooting computers and copy machines
- Enhance conflict management skills through resolution of customer complaints
- Trained new service associates with leadership, patience and understanding
- Reconciled register drawers and deposited cash and checks from daily sales

Career Development Center, Student Worker, St. Paul, MN

September 2013-December 2014

- Communicated with students and staff to schedule appointments and manage office calendar
- Provided assistance and customer service to students in career resource center
- Created and maintained attractive bulletin board designs

Other Résumé Categories

Identification, Objective, Education and Employment are fairly standard categories for college students' résumés. There are other categories that are often included, as well. Whether you use these will depend on your particular achievements and experiences as well as how important they're likely to be to your potential employer. Categories may include:

Internship Experience:

Sometimes you've had an internship that is not your most recent experience. One way to get this closer to the top of the page is to give your internship a separate category between Education and Experience.

Related Courses:

Some students include lists of completed courses relevant to the target field or the position being sought. Most often used by first or second year students and those in technical fields (e.g., engineering).

International/Study Abroad Experience:

If you've had this type of experience you might summarize/highlight experiences or transferable skills developed. This is especially important to highlight if you took a course or did a project that is relevant to the position you are applying for.

Honors and Awards:

This can be part of Education or a separate category. This is great for students who've done quite well academically.

Student Involvement/Activities & Leadership:

Many students are active on campus and are involved in clubs and campus life and may want to put those experiences on their resume. If you're very involved in a particular club, are a Resident Advisor, or hold a leadership role, you may want to treat these experiences as "jobs" and add more in-depth descriptions.

Volunteer Activities:

If you've volunteered, this is worth putting on your résumé. It helps the employer to see you as a well-rounded person and shows community involvement. Just because it is not paid experience doesn't mean it's not good experience. You may have gained transferrable skills as well, so you might include bullet points.

Profile (or Professional Profile, or Skill Summary):

This can substitute for **Objective**, and can be especially useful if your focus is a bit broader than what fits in the somewhat tighter **Objective** category. It highlights and gets at the top of the page some of the experiences and qualities that you offer prospective employers.

Technical Skills:

Increasingly, this is something employers like to know about even for non-technical positions. Here you'd list basic current technologies, hardware, software and languages that you've learned and used. Be specific and pull out particular programs you have worked with in your job settings.

Tips for Submitting Electronic Résumés

E-mail résumés directly to potential employers or submit online, depending on what the company you are applying for wants. Tips for using these methods of delivery include:

- E-mail: create a PDF of the file so the format will not change when it is opened. Write your cover letter in the body of the email and attach your résumé as a .pdf file.
- Submit Online: Upload your résumé as a Word document so that the computer programs used to scan your résumé for keywords will be able to do so.

Label your attachments with your name. Receiving dozens of attachments marked simply "Résumé" can be confusing to a prospective employer. EXAMPLE: "Hanson Résumé, Accountant Position"

Print/Hard Copies of Résumés

If you are planning to print out résumés or bring copies to interviews or career fairs, be sure to print on résumé paper. This paper can be found at office supply or department stores, and is also available in the UST Bookstore.

References

References should be presented on a **separate** page from the résumé and should include professional references that can speak to your skills and qualifications. People you may consider asking are Professor/Faculty member, Advisor, Coach, Work Supervisor, Pastor. For each reference you will try to include their name, title, place of employment, mailing address, email, and phone number. For more information about references, please see the "References Tip Sheet" on the Career Development Center website at: www.stthomas.edu/careerdevelopment/tips.

Cover Letters

Cover letters are usually sent as the companion piece to the résumé, though for On Campus Interviewing and Job Fairs they are unnecessary. For more information about cover letters, please see the "Guidelines for Cover Letters" handout, available in our Career Resource Center or at:

https://blackboard.stthomas.edu/bbcswebdav/orgs/Career_Dev_Center/guides/Cover-Letters.pdf

Tommie Humanities

2115 Summit Avenue
St. Paul, MN 55105
thumanities@stthomas.edu
651-962-1234

Objective: An internship in Criminology with Hennepin County that will maximize outstanding observational and behavioral skills, while building knowledge and experience in the field.

Education: **University of St. Thomas**, St. Paul, Minnesota Graduation: May 2015
Bachelor of Arts, Major: **Psychology**, Minor: **Criminal Justice** GPA: 3.3/4.0
Related Courses: Forensic Psychology, Brain and Human Behavior, Criminal Law and Procedure, Crime and Delinquency, Sensation and Perception, Social Psychology

Internship: **Intern**, Anoka County Corrections, Anoka, MN September 2013 - Present

- Create and implement a new DWI repeat offender program
- Communicate with visitors at front desk to welcome and answer questions
- Assist 5-10 probation officers with client workloads
- Perform clerical duties including filing paperwork, making copies and answering phones

Work: **Catering Manager**, Buca di Beppo, St. Paul, MN April 2012 - Present

- Work 20-25 hours a week to finance education
- Collaborate with team members to supervise events and ensure all tasks are completed on time
- Enhance leadership skills through training new employees

Sales Associate, DSW, Coon Rapids, MN June 2011 - September 2011

- Demonstrated excellent customer service by caring for customer needs
- Managed the cash register to complete monetary transactions

Nanny, Private Family, Ham Lake, MN June 2006 - August 2010

- Cared for and supervised two young boys
- Planned and organized social and physical activities

Campus Activities: **Member**, Psychology Club September 2011 - Present
Member, Volunteers in Action September 2012 - Present
Volunteer, State Fair Booth, St. Paul, MN August 2013
Participant, VISION Mission Trip, Tennessee March 2013

Skills: **Certification:** American Red Cross CPR March 2014
Computer: SPSS, Microsoft Office Suite - Including Excel

TOMMIE ANALYTICAL

2115 Summit Ave | St. Paul, Minnesota 55105 | (962) 671-1234 | tanalytical@stthomas.edu

EDUCATION

University of St. Thomas, St. Paul, Minnesota Expected Graduation with 150 credits: December 2016
Bachelor of Arts in Business Administration, Opus College of Business **GPA: 3.5**

Concentration: **Accounting**

Honors: Beta Gamma Sigma International Honor Society, Dean's List (four semesters)

Study Abroad: London Business Semester Fall 2013

- Participated in homestay program to immerse self in Anglican culture
- Volunteered at Nursing Home through BUS 200 course, providing companionship to elderly and recording memoirs
- Traveled throughout UK and European Union

ACCOUNTING INTERNSHIP

UnitedHealth Group June 2014 - August 2014
Corporate Accounting Intern Minnetonka, Minnesota

- Prepared BlackLine account reconciliation trend reports
- Mapped accounts from Essbase (Excel application) to Hyperion Strategic Finance
- Prepared and posted journal entries to the general ledger in PeopleSoft
- Updated over 100 account reconciliations

PROFESSIONAL DEVELOPMENT PROGRAMS

KPMG, Discover Summer Leadership Program, Minneapolis, MN July 2014

Deloitte, Emerging Leaders Student Program, Minneapolis, MN June 2013

LEADERSHIP & CAMPUS ACTIVITIES

Accounting Club, Executive Board (January 2013-Present) September 2012 - Present

- Organized the Accounting Career Fair with record firm and student attendance
- Planned Professional Development Week in September
- Planned five social events with accounting firms last semester

Center for Ministry, Mass Lector September 2012 - Present

Delta Sigma Pi (Professional Business Fraternity), Member September 2013 - October 2014

Campus Outreach, Member January 2013 - December 2013

EMPLOYMENT

Development Office, University of St. Thomas September 2012 - November 2013
Student Assistant St. Paul, Minnesota

- Planned events as a member of the Special Events Steering Committee
- Managed Women Connect Program's social media pages
- Performed database research to identify potential donors
- Created and updated Microsoft Excel spreadsheets

Alliancenet, Inc. May 2011 - March 2012
Database Researcher Chanhassen, Minnesota

- Researched prospective clients and provided invoices to clients

VOLUNTEER

Good Samaritan Nursing Home, Waconia, MN September 2010 - Present

Holy Family Catholic High School, Waconia, MN October 2010 - June 2012

Tommie Technical

2115 Summit Avenue, St. Paul, MN 55105
ttechnical@stthomas.edu, 651-962-1234

Objective

To contribute strong analytical skills, research experience, technical skills and creative problem solving to the Mechanical Engineer position at Top Notch Technology.

Education

University of St. Thomas, St. Paul, Minnesota
Bachelor of Science in *Mechanical Engineering*

Graduation: May 2015
GPA: 3.57/4.0

Related Skills

Computer: Solidworks, Pro/Engineer, Finite Element Analysis on ANSYS, MatLab, C/C++, Labview, Microsoft Excel
Transferable: Research, documenting, and technical writing

Engineering Internship

Emerson Process Management, *Mechanical Engineering Intern*, Rosemount, MN
2013

May 2013 - August

- Designed fixtures using Pro/Engineer and ANSYS
- Ran test to determine reason for low First Pass Yield of product calibration station
- Worked on automating manual calibration stations to reduce product cycle time
- Updated engineering drawings for welding fixtures

Research Experience

University of St. Thomas, *Research Assistant*, St. Paul, MN

May 2013 - Present

- Collaborate with professor to research homogenization of composite materials at the mesoscale
- Perform statistical analysis tests to analyze material property data
- Analyze data to determine whether certain engineering assumptions could be made
- Use MatLab and Abaqus

VIRTEX Research Program, *Research Assistant*, University of Minnesota, Minneapolis, MN June 2009 - August 2009

- Assisted research program to determine the effect of fear on human response to imposed questions
- Interpreted data, prepared poster, and presented at University of Minnesota Research Symposium
- Gained experience using Matlab to analyze data

University of Minnesota/Edison High School, *Research Assistant*, Minneapolis, MN

April 2009 - June 2010

- Performed microfluidics research using thermally activated polymer
- Designed fluid flow channels and built test prototypes
- Ran tests and analyzed data
- Organized Elisa method on thermally activated polymer to create HIV test device

Volunteer and Activities

American Society of Mechanical Engineers, *Member*, University of St. Thomas

September 2012 - Present

Globally Minded Student Association, *Member*, University of St. Thomas

September 2012 - Present

United Nations of Minnesota, *Volunteer*, St. Paul, MN

September 2013 - Present

Community Mediation Services, Inc, *Civil Conflict Mediator*, New Hope, MN

April 2012 - August 2013

Honors and Awards

Dease Scholar, University of St. Thomas

2011

Peace And Justice Scholarship Recipient, The Vincent L. Hawkinson Foundation

2011

