

How to Write a Résumé

Career Development Center, Ventura College



WHAT IS A RESUME?

A resume is a summary of your experience and skills as they pertain to employment goals. Effective resumes:

- Emphasize relevant accomplishments and potential contributions to an organization
- Focus on the skills and requirements necessary for a specific job
- Are concise, well-organized, and error free
- Are easy to read and grab the reader's attention in 30-seconds

KEY TIPS

► Format

- Appropriate length is 1-page, with 1-inch margins. Margins can be made narrow, to 0.5, if needed.
- 11-12 point font with an easy to read font style, such as Times New Roman, Calibri, Arial, or Garamond.

► Write a targeted resume

- Use your target job description to uncover specific needs and industry buzzwords. If your resume includes language and skills from the job description it is more likely to be selected.
- Targeting your resume with keywords from the job description is especially important as employers often use Applicant Tracking Systems to first scan your resume and filter job applicants.

► Organization

- Key sections to include: Education, Experience, Skills, Leadership or Involvement (see examples on reverse).
- Include name and contact info at the top of the resume, typically followed by Objective or Education section.
- List experiences in reverse chronological order within each section (i.e. most recent experience first).

► Write accomplishment statements (bullet form is recommended)

- In Experience section(s), statements should focus on accomplishments. Avoid generic, vague statements.
- Do not use first-person pronouns (I, me, my) or articles (a, an, the). Example:

Action verb	+	Project	+	Result	=	Accomplishment statement
Coordinated		three fundraising events for local shelters		which raised over \$8,000 (20% over goal) and improved community awareness		• Coordinated three fundraising events for local shelters which raised over \$8,000 (20% over goal) and greatly improved community awareness

GET STARTED

1. **Self-evaluation.** Self-evaluate and identify what you should include and what you can omit in your resume. Think about your experiences including education, courses, jobs, internships, skills, etc.
2. **Write your first draft, revise, then get feedback.** Use the examples (*see reverse*) to guide your first draft. Read each section over carefully and be sure you have effectively conveyed the skills you wish to emphasize. Proofread for spelling, capitalization or punctuation errors. Have your resume critiqued at the Career Center.
3. **Create multiple versions.** You may need to have multiple versions of your resume for different industries or positions. Keep an updated master document with all your experiences so that you can pull from it as needed.
4. **Save in multiple formats.** When submitting as an email attachment or uploading through an online application, send the resume as a PDF to avoid formatting issues and save the file as yourname.pdf. You may also wish to convert the document to a text-only/non-formatted version suitable for copying into applications.

EXAMPLES

FirstName LastName

(805) 555-5555

FirstNameLastName@gmail.com

OBJECTIVE

Seeking (insert position here) at (insert company or industry) utilizing (insert skills you will contribute to the company).

EDUCATION

Associate of Science, Business Management
Ventura College - Ventura, CA

Expected graduation date: May 20xx

EXPERIENCE

Position Title, Company Name
City, State

Month/Year – Month/Year

- Add bullet points that summarize accomplishments and skills related to the job/position for which you are applying, not simply duties of position.
- Bullet points do not need to be full sentences but should have enough detail to get the point across; include numbers, percentages, and dollar amounts where applicable.
- Start bullet point with an action verb using the proper tense.
- Within a category (i.e. Experience) show most recent activity first, and then go back in time.

Supervisor and Server, El Tecolote Restaurant
Camarillo, CA

April 20xx – January 20xx

- Managed frequent changes to staff scheduling and reassigned employees as needed
- Ensured adherence to health standards and OSHA policies
- Promoted to supervisor after six months as server due to excellent performance reviews

COMMUNITY INVOLVEMENT

Vice President, Associated Student Body
Adolfo Camarillo High School, Camarillo, CA

September 20xx – June 20xx

- Organized monthly social events and a fundraiser that raised over \$800 for an animal shelter
- Attended weekly cabinet meetings and collaborated with team to conduct student outreach
- Reported monthly to President and staff supervisor on funds, objectives, and event planning

Camp Tutor, STEM Summer Program
Camarillo, CA

June 20xx – August 20xx

- Provided one-on-one and small group tutoring to sixth grade students in
- Created study guides for students which improved test scores by 5% in the

SKILLS

Computer: Proficient in Adobe Creative Suite, Excel, and Google Analytics

Languages: Fluent in Spanish and English

Tip:

Include your contact information and a professional email address (ideally with your first and last name). Your name should always be a few font sizes bigger than the rest of the resume.

Tip:

As you move forward in your career, remove older or less relevant experience and replace it with recent experience and skills related to your field.

Michelle Mills

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EDUCATION & CERTIFICATIONS

California Certified Medical Assistant
The California Certifying Board for Medical Assistants

2018 – Present

Associate of Science in Medical Assisting – Administrative
Ventura College – Ventura, CA

05/2017

Relevant Coursework: Medical Coding, Electronic Health Records, Medical Insurance

SPECIAL SKILLS

- Medical screening
- Patient charts
- Medical record management
- Administrative support

RELATED EXPERIENCE

Medical Assistant, Corner Health Clinic – Ventura, CA

02/20xx – Present

- Answer office phones and schedule appointments
- Greet patients and prepare them for examinations
- Obtain patient medical history and vital signs
- Assist physician during patient examinations
- Perform routine laboratory tests and administer injections

Front Office Assistant, Optometry Office – Santa Paula, CA

09/20xx - 08/20xx

- Answered patient inquiries and resolved complaints on the telephone and in person
- Coordinated appointment scheduling and handled patient fees and transactions
- Retained accurate office records with correct filing, ensured patient confidentiality, and administered patient pre-tests and exams
- Assisted with new employee training and educated coworkers on office procedures
- Supported diverse clientele with eyeglasses selection, creating a welcoming environment

OTHER EXPERIENCE

Assistant Coach, AYSO – Camarillo, CA

07/20xx – 9/20xx

- Participated in coordination of regional tournaments.
- Initiated and implemented phone/text messaging tree to improve communication among players, families, and coaching staff.

VOLUNTEER EXPERIENCE & ACTIVITIES

Member, Alpha delta Nu (Nursing) – Ventura College

09/20xx – Present

Member, Holistic Health Club – Ventura College

03/20xx – Present

Volunteer, American Heart Association – Ventura, CA

05/20xx – 11/20xx

Tip:

Notice how the first experience simply lists tasks without elaborating on accomplishments and strengths. Now, notice how the second experience is described more effectively by using accomplishment statements. Your goal is to write statements like the second experience.

Tip:

Within each section, list experiences in reverse chronological order, starting with the most recent first.