



SALISH KOOTENAI COLLEGE  
CAREER SERVICES

# RESUME GUIDE

2021-2022

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## WHAT IS A RESUME?

The purpose of your resume is to illustrate that you are the best candidate for the job and will bring value to the organization.

A resume is a document used to summarize a job seeker's experience and qualifications for an employer. Your resume is the most critical part of the modern job application process. Writing the best resume possible is more important than ever now that online job postings attract several applicants all after the same goal. A well-organized, concise, relevant, and accomplishment-focused resume will increase your chances of landing an interview while a poorly written resume could get rejected at a glance.

## TYPES OF RESUMES

Resumes are like advertisements and it's best to choose the one that fits you and your circumstance. Different types of resumes may apply depending on what type of jobs you are applying for. Each resume type will have different sections, orders, and information needed. Choose the resume type that best fits your scenario. Below are definitions of each type and recommendations on which format works best.

### Chronological

Chronological resumes are used for students who have a lot of work experience, internships, or education experience pertaining to the job. Work history is listed in chronological order, starting with the most recent job down to the earliest. This resume is preferred by most employers because it provides a quick snapshot of work history, with most recent positions upfront. Use this format if you have a strong work history and a lot of your experiences align with the job listing. This is great for students and new graduates because you may have a gap in employment but it is filled with college experiences.

### Combination

Combination resumes are the most commonly used format for recent graduates. They let you detail both your skills and experience, while also backing this up with a chronological listing of work history. Flexible in nature, the combination resume lets you tailor to the prospective job opening and tell hiring managers a story. Use this format if you have little or irrelevant work experience. This will allow you to stress your education and skills gained through classroom activities.

### Functional

Functional resumes focus on your skills and experience first. This type of resume de-emphasizes the dates in which you have worked. Employment history is secondary and is listed under the details of your skills. This type of format is not used as much but may be useful. Use this format if you have lapses in employment, are in the middle of a career transition, are a recent college grad with limited work experience, or have a diverse background with no clear career path.

## GENERAL TIPS

Read the job description and customize each resume for the specific job you are applying for!

- Remember what really matters. Try to view your resume from the perspective of the hiring manager. Focus on what's relevant to the hiring company, not your own goals and interests.
- Use a professional-looking email.
- Use active voice along with action words.
- Never use first-person pronouns ("I" or "me").
- Keep it focused, concise, and clear.
- Do not include references.
- Do not include untruths.
- Proofread, proofread, proofread!

## FORMAT

Keep it simple and easy to read!

- Refrain from using fancy, colorful, and cluttered templates and keep your formatting simple and easy to read.
- If you're a student or relatively new grad, your resume should fit to one page. If you have more experience, two pages is just fine.
- Use size 10-12 Times New Roman, Arial, or Calibri font.
- Use larger font sizes and bold them for your name and section headings.
- Keep font sizes, line spacing, and punctuation consistent throughout the document.
- Use horizontal lines and shading to separate sections to make a resume more readable.
- Size page margins between .5 to 1.0 inches consistently.
- Create white space between position listings and sections.
- Do not include your photo; borders and lines (if they touch text); headers and footers; graphics, logos, charts, graphs; fancy bullets; italics and underlines; and tables and columns.
- Save the resume as a .doc or .docx file for editing and posting on online application sites (many ATS systems fail to convert the pdf, HTML, and Open Office files into text).
- Always save as a PDF before submitting or sharing via email.
- Never scan and send your resume as an image.

## SECTIONS TO INCLUDE ON THE RESUME

1. Contact information
2. Summary statement / summary of qualifications / personal statement / objective
3. Education
4. Work experience / job history / related experience
5. Skills
6. Awards and honors
7. Volunteer work and affiliations
8. If you do not have much previous work experience, consider adding a coursework section - but only if you have an academic background that is relevant to the position!

## Contact information

The top of your resume should include the following information:

- Name
- Phone number
- Location (City, State, Zip Code)
- Email address (Professional)
- Any relevant links, like your LinkedIn profile or personal website, if applicable

## Summary statement / summary of qualifications / objective

The summary statement serves as an introduction to the reader that concisely provides your top-selling points at a glance. It is essentially your “elevator pitch”. You want this statement to draw your employer in and make them want to read more about you.

The resume summary highlights skills and experience most relevant for each position. This is a valuable section for college graduates without much job experience because it allows you to curate the impressive highlights of your resume in a short statement that demonstrates your value as an employee. While the objective statement focuses on what the company can do for you, the summary statement highlights what you can do for the company. (See the “Writing a Summary Statement” section below for an in-depth how-to guide.)

## Education

- Degree(s) completed or pursuing
- Name of the institution
- School location
- Years attended
- If still attending, the anticipated graduation date
- List your GPA only if it is 3.50 or higher.

## Work experience / job history / related experience

Show your accomplishments and demonstrate that you are competent, results-driven, have a history of going beyond the expected requirements, and work actively to make improvements and create an impact within any organization.

The purpose of this section is to illustrate that you have the experience and skills to be successful in a specific position. Related experience doesn't have to be paid experience. Also, as a student, your transferable skills may have been obtained in settings that were more social than professional. What matters is that you gained the applied skills and can demonstrate how these skills can benefit the employer. Most certainly include internships and if you do not have extensive work experience, consider adding major school projects, significant extracurricular roles, and/or group projects (e.g. leading a major fundraising initiative for your club, etc.).

Only include jobs and experiences that are relevant to the position you are applying for! List each job in reverse-chronological order. Each job should have its own subheading that includes the following information: Company, job location, job title, start and end dates. Follow the standard date format i.e. MM/DD/YYYY or Month, Year i.e. May, 2010. Use a complete year i.e. 2010.

Use the same format throughout the resume. Use present tense for a current position and past tense for past positions.

Example 1:

**Front Desk Manager**

12/03/2017- 17/04/2018

Best Western, Missoula, MT

- Bullet points/accomplishments

Example 2:

**Blackfeet Tribal Health, Browning, MT**

**07/2019-09/2019**

*Data Analyst Intern*

- Bullet points/accomplishments

Example 3:

**Gaming Solutions — Seattle, WA**

October 2018 – September 2019

**ASSOCIATE CUSTOMER SERVICE AGENT**

- Bullet points/accomplishments

## Skills

It is extremely important to demonstrate to the employer that you have the skills and qualifications they are looking for in a candidate!  
Highlight both hard and “power” skills.

Hard skills are the applied skills you've learned. They're more technical and can be measured.

Examples of hard skills include machine operation, computer programming, typing, and accounting.

Power skills (also referred to as “soft skills” or “transferrable skills”) are more innate, natural abilities that can span across all professions and industries and are harder to quantify. Here are a few examples of power skills:

- Creative problem solving
- Adaptability
- Time management
- Decision-making
- Collaboration
- Leadership
- Conflict resolution
- A strong work ethic
- Communication skills
- Teamwork

A majority of businesses use applicant tracking systems (ATS) to sort, filter, and search applicants. If you do not score high enough on an ATS then your resume will be thrown out. You want to incorporate important resume keywords, like “customer service,” “accounts receivable,” or “Adobe Photoshop” that the job descriptions ask for.

## Awards and honors

Relevant honors will increase your credibility while irrelevant awards might only distract from your best qualifications.

Only use an awards or honors section on your resume if it makes sense for the job for which you're applying for. For example, list that you earned an Employee of the Month award or received the highest customer satisfaction rating in your department.

## Volunteer work and affiliations

Highlight volunteer work and activities that utilize skills that are also applicable to the job for which you are applying for.

Don't hesitate to "toot your own horn"! Describe your contributions to campus and community organizations. The work you do as an active volunteer can add to your qualifications and skill set as much as any paid experience. Participating in extracurricular activities and campus organizations helps to develop teamwork, communications, and leadership skills that are very attractive to employers. Describe how these experiences have provided you with many of the soft skills that will enable you to be a productive employee. Again, the operative word is "relevant."

## WRITING A SUMMARY STATEMENT

### What is a summary statement?

The summary statement serves as an introduction to the reader that concisely provides your top-selling points at a glance. It is essentially your "elevator pitch". You want this statement to draw your employer in and make them want to read more about you. The summary should highlight skills and experience most relevant for each position.

A summary statement is crucial for recent college grads because it allows you to highlight your relevant skills even if you lack extensive professional experience. This is especially helpful if your background is somewhat general.

### Summary statement vs objective statement

**Objective:** The objective statement used to be a standard on resumes and still appears on a majority of the resume templates you see today. Traditionally, objective statements were a short introduction to the resume that stated why the resume was being submitted. The objective statement explains your personal goals. Objective statements are very outdated but may be used if you are changing a long time career.

**Summary:** The summary statement that explains how you can add value to the company has replaced the objective statement in modern resumes. It is geared toward the employer's needs and highlights accomplishments and notable skills related to the job. Any additional information you want to include can be worked into a cover letter. You want to use a summary statement if you are a recent graduate with limited work experience or are looking to make a career change. A summary statement will help transition your resume from your education to the type of position you are looking for.

## Key elements

### The basics

- Customize to each job description
- 3 to 5 sentences or bullet points (Do not make your summary statement longer. Studies show that bigger sets of text get skipped over.)
- Keep your thoughts concise. Get straight to the point and only include important information and keywords
- Use active voice and action words

### What to include

- Position title
- Specific strengths and transferable skills
- Personality traits that are important to you and the job for which you are applying
- Slight mention of professional expertise – for example: “Experience in creating budgets and supervising staff”
- Include essential keywords while customizing your resume to get through ATS
- It’s ok to rely on academics to strengthen your qualifications, just make sure that you describe what you actually did
- If you acquired some skills that are relevant to the position, make them work for you here

### What to avoid

- Don’t list things that you’re good at but hate doing unless you want a job that you hate doing.
- Don’t mention your proficiency with Microsoft Office unless you’re a wizard with Excel
- Avoid hackneyed words like “results-oriented”, “data-driven”, and “team-player”
- Never copy example statements word for word!

## Crafting a summary statement

1. Conduct research on the job you are applying for. This comes back to the topic of reading the job description. Customize your resume to what the hiring manager is looking for!
2. Access your credentials. Think about what qualifies you for this position and what experiences you have in the tasks at hand. Put down your academic accomplishments and leadership.
3. Rely on the value that you bring to the table. This is where you can talk about how you can better the company. Think about those skills and accomplishments from above.
4. Focus on your goal. Bring in your value, skills, and experiences to highlight why you are the best candidate for this position and want this job.
5. Proofread, refine, and perfect. Take some serious time on this process. Make sure to have someone else look over your resume and summary statement as well. An amazing resume takes time!

## General career objective examples

1. To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.
2. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.
3. Seeking an entry-level position to begin my career in a high-level professional environment.
4. To secure employment with a reputable company, where I can utilize my skills and business studies background to the maximum.
5. Seeking a challenging career with an MNC.



6. A highly organized and hard-working individual looking for a responsible position to gain practical experience.
7. To make use of my interpersonal skills to achieve the goals of a company that focuses on customer satisfaction and customer experience.
8. A creative and highly motivated student seeking a part-time internship where I can lend my knowledge of digital advertising to help grow my industry experience.
9. A motivated nursing student seeking to develop more extensive experience working with elderly patients.
10. A recent graduate of a Business Program with extensive high-level coursework and experience in editing and proofreading for academic and business writing. Skilled at applying multiple style guides (APA, MLA, AP, Chicago) and seeking a position that involves regular use of these skills.

## Summary statement examples

### Bullets

- An honors student with a record of academic and extracurricular success
- Creative and resourceful in generating new ideas and solving problems
- Effective leader; able to prioritize, delegate and motivate
- Excellent writing, communication, and organizational skills
- Charismatic communicator in speech and in writing
- Build lasting relationships with both peers and customers, displaying humor, helpfulness, cheerfulness, and cultural sensitivity
- Natural talent for public relations and marketing
- Extensive leadership experience, particularly within a higher education setting
- Adept at working across departments, with faculty, administrators, and students
- Award-winning written communication skills
- Outstanding time-management and organizational abilities, willingly working unpredictable hours/overtime to ensure organizational efficiency and profitability
- Technical proficiencies include XYZ platform/software/equipment and social media.
- An intelligent and loyal team member, readily listening to others, acknowledging peer accomplishment, and contributing to positive and productive work environments and team morale
- Swiftly learn and apply new work methods, procedures, and policies

### Paragraph

- Self-motivated and highly reliable university student positioned to contribute strongly to customer service operations demanding tact, enthusiasm, and an exemplary work ethic. Able to utilize strong math skills, team orientation, and interpersonal strengths to ensure the provision of high-quality customer service within fast-paced retail environments.
- Recent Life Sciences graduate blends lab management experience with academic training at Salish Kootenai College. Offers solid skills in clinical experiments and research activities. Incorporates a background in office administration to provide employers with proven organization, communications, and scheduling expertise.
- Versatile and creative writer combines a background in journalism and academics with expertise in business writing to deliver quality, customized material spanning news, marketing, web content, curriculum, and career development. Provides sales support and highly-rated client service and excels in meeting deadlines in quick-turnaround settings.
- Driven graduate with academic experience in lab management, clinical experiments, and research activities. Office administration background with expertise in organization, project management, and scheduling.

- Blends academic training in business administration with hands-on experience in sales and operations support to offer employers a track record of delivering on tasks accurately, efficiently, and quickly. Known for providing best-in-class customer service and communications in a variety of business settings.
- An honors graduate of SKC's Secondary Education program seeking a position in training and development. Offering hands-on experience in classroom teaching, corporate training, and communication research.
- Certified Medical Assistant possessing exceptional skills in hospital administration. Proven competence in patient education, appointment scheduling, and patient care. Adept at HIPAA Regulations and EHR documentation with a demonstrated history of excellent assistance to medical staff.
- Recent IT graduate skilled in overseeing the organization's servers and networks, database administration, and orchestrating hardware/software installation and maintenance. Proficient in configuring antivirus programs and formulating policies for email security. Adept at coordinating with the senior management and key stakeholders to cut down the IT expenses and improve overall customer satisfaction.

## WRITING EFFECTIVE BULLET POINTS

What are bullet points?

Bullet points belong in the work history section and are the most important information on your resume. Formulating bullet points takes a lot of time and effort as you emphasize your accomplishments, relevant skills, and qualities to your employer as they relate to the position.

Your bullet points should always be customized to the job/internship description to put you in the best position to be selected for an interview. This guide will give you the tools to craft expert bullet points, give you some prime examples of what employers expect, and get your resume to the top of the list!

### Job description/customization

- **READ THE JOB DESCRIPTION!**
- A one-size-fits-all resume won't help your job search. Carefully reading the job description and customizing your bullet points will help you speak directly to the specific needs of the employer.
- When the hiring manager posted the listing, they laid out exactly what they are looking for. By bringing these details into your resume, employers will see not only that you are an impressive candidate, but also that you are exactly the person they are seeking to hire.

### Keywords

- Bullet points are where you write about your experience. Do not simply list your day-to-day job duties that are similar to any other similar position. Instead, show your accomplishments and demonstrate that you are competent, results-driven, have a history of going beyond the expected requirements, and work actively to make improvements and create an impact within the company.
- Work in resume keywords that are most relevant to the job for which you're applying. This will allow you to get through Applicant Tracking Systems, ATS, that many companies use when hiring. If you do not include relevant keywords throughout the resume, the ATS will automatically dismiss it if the match rate is below a certain percentage.

## Focused and concise

- Only bullet important information and never overshare. You want to keep each bullet focused, precise, and straight to the point.
- Be specific about what you did, how you did it, and what you accomplished.
- High-quality bullet points are quantifiable and/or measurable. Use credibility indicators. Reinforce trustworthiness & believability. Use facts, numbers, & authority.
- Have a maximum of 4-5 key bullet points for each position.

## Style and voice

- Always be consistent with your writing style. Periods after bullet points are not necessary but if you use them keep it consistent throughout your resume.
- Use an active voice & never use “I” or “we” in the bullet point.
- Start your bullet points or statements with a strong action verb. (Use an action verb list-included in the guide)
- Proofread! Look over your resume several times and have a trusted peer and superior edit!

## Crafting bullet points

To start generating ideas for your summary of accomplishments, ask yourself the following questions:

- Did I make or save the company money? If so, exactly how much?
- Did I reach my goals quickly? If so, what was the exact time period?
- Did I exceed my goals often? If so, to what degree?

When answering these questions, think primarily in terms of money and time. High-quality resume accomplishments are quantifiable and measurable. Dollar amounts, timespans, volume, and percentages are all great ways to quantify your accomplishments on a resume.

The formula for crafting bullet points is actually very simple. By following this formula below you can create the bullet points that employers expect.

**Action + Core Content (Challenge/Problem) + Result or Impact**

Example: **Organized** quarterly volunteer projects with **upwards of 50 volunteers per event**.

1. Make sure to always start off your bullet point with an action verb.
  - In this example **organized** is the action verb. Take note that the bullet point is not a complete sentence but rather a strong statement. “I” or “we” is never used.
2. It does not matter if you have core content or results next. Just make sure to keep your wording focused and precise. Keep it simple and do not overshare!
  - The core content or challenge in this example is **quarterly volunteer projects**. This information sets up the background for your accomplishments and results
  - Finally, the bullet point is ended with the example of **upwards of 50 volunteers per event**, this result includes a credibility indicator reassuring believability.

## Examples of generic vs strong bullet points

Example 1:

**Generic description:** **Responsible** for handling cash and credit transactions.

In this example, it is not clear what the candidate did to handle various types of money, what skills they used, or what kind of accomplishments came from this.

**Strong, concrete description:**

- **Contributed** to **daily sales averaging \$1,500** by using proper cash handling techniques and reconciling end-of-day receipts with cash and credit transactions
  - **Increased repeat business** by greeting customers, determining their specific needs, and following up
  - **Increased sales by 5% over three months** by processing orders in a timely and accurate manner
- In this example, the first bullet point clearly highlights cash handling skills. It also lets the employer know the scope and credibility of the experience. The second bullet point indicates social and problem-solving skills. It also demonstrates the ability to communicate with customers. The third bullet highlights how the business was bettered over the length of employment and the initiative the candidate took.

Example 2:

**Generic description:** **Served** food in a timely manner and provided excellent customer service. In this example, the candidate missed the opportunity to highlight their successes, show off their skills, and provide an explanation of how they got this job done.

**Strong, concrete description:**

- **Pioneered** appetizer sales contest which **generated an additional 20% in sales**
- **Consistently earned 85% positive feedback ratings** by building customer relationships and providing unparalleled service
- **Trained** my coworkers on the POS machine operation to **achieve 95% entry accuracy**

In this example, the first bullet point showcases the candidate's initiative of going past just food service, as well as leadership skills. The second bullet point indicates exceptional customer service and uses credibility indicators to showcase the impact they had. The third bullet highlights a specific and universal restaurant skill and shows that the candidate has exceptional teamwork skills and drive.

## Examples of effective bullet points

- Coordinated two complex campus events with more than 50 volunteers and 400 attendees.
- Assisted the Head Teacher in overseeing and educating 18 students for three months.
- Collected and analyzed 10 different types of bacteria from Flathead Lake for the CS&KT Natural Resources Department research project.
- Implemented a bi-weekly meeting with 9 Student Senate representatives to discuss goals, updates, and challenges.
- Decreased the order processing and shipping times by 40% by implementing a computerized inventory and ticketing system for the SKC Bookstore.
- Created a 20-page training manual and led bi-weekly training sessions for 20 new mentors.
- Went above my duties as an office administrator to implement a filing system for human resources, organizing more than 300 past and current employee documents.
- Received two promotions, from floor staff to manager, in less than 12-months.
- Executed a plan to get a flagship training program up and running in 45 days.
- Redesigned document review process to increase efficiency and improve accuracy.
- Employed analytical capabilities to onboard and mentor 120+ volunteers.
- Increased student engagement by conceiving and launching the first-ever campus triathlon event.

- Facilitated the opening of 250 new customer bank accounts in 2019.
- Worked with five research scientists to design and implement a laboratory sleep study with 25 participants with sleep apnea.
- Set up and provided training to 15 peer mentors on how to use the Handshake platform.
- Provided assistance with homework and creative projects to over 60 students, improving overall grades among the participants by 45% in one calendar year.
- Tested, uploaded, and managed content for captions and 20 blog posts during my internship.
- Received an “Outstanding Student Employee of the Year” award for excellent customer service and research skills.
- Chosen as a team lead on seven class projects in 2019-20, 66% more projects led than any other class cohort.
- Collaborated with three calculus teachers to develop curriculum and practice tests for students.
- Headed up a field study with 5 other student researchers in which we studied the 6 types of pines including the near-extinct white pine on the Flathead Indian Reservation.
- Assisted with organizing a diversity awareness and leadership training for 45 students.
- Communicated with and coordinated 32 volunteers for the SKC Career Fair, ensuring a seamless and positive experience for 42 employers and 123 student attendees.
- Utilized advanced skills in Photoshop and InDesign software to design professional and effective promotional flyers and brochures that met SKC’s design standards.
- Scheduled and staffed tutoring sessions for 150 students on campus.
- Ensured timely distribution of 200 bi-weekly payroll checks by effectively managing the workload, promptly providing the requested information, and consulting with the supervisor to address discrepancies.
- Provided exemplary leadership by managing 30 volunteers and delegating relevant tasks, resulting in a successful fundraising event that raised \$20,000 for the Ronan Bread Basket in 2019.
- Maintained a 97% satisfaction rating over a 24-month period as a customer care representative.
- Exceeded retail sales goals by an average of 17% every quarter in 2019.
- Organized the company’s annual international summit, including flights, accommodations, and itineraries for more than 30 attendees.
- Grew email subscriber list from 300 to 2,000 in 8 months without expanding the monthly budget.
- Reduced time spent on inventory by 20% by reorganizing the physical storage of supplies.
- Organized quarterly volunteer projects with upwards of 50 volunteers per event.
- Digitized the company’s internal microfilm library of more than 5,000 files.
- Provided exemplary in-home non-medical care for more than 15 senior citizens during a 4-year tenure; won “Caregiver of the Month” on 4 occasions.
- Provided compassionate and culturally sensitive care to ensure the safety and physical and emotional well-being of 72 long-term care patients.
- Generated 154 new Facebook posts, including educational articles, information about internships, and resources, increasing the department’s online Facebook content by 90%.
- Collaborated with 12 colleagues to successfully complete the annual accreditation data report for the Office of Institutional Effectiveness.
- Configured network security settings and connecting peripheral devices for 100+ employees.
- Resolved hardware and software related issues for 250+ in-house employees.
- Liaised with the senior management, vendors, and contractors to cut down IT-related infrastructure costs by 30% within a year.
- Developed new strategies to increase efficiency, enhance workflow, and improve customer satisfaction by 20%.
- Prepared blood samples for laboratory tests and recorded the vital signs of 30+ patients daily.

## ACTION VERBS

1. Accelerated
2. Achieved
3. Administered
4. Advanced
5. Aligned
6. Amplified
7. Attained
8. Authored
9. Authorized
10. Awarded
11. Blocked
12. Boosted
13. Briefed
14. Built
15. Campaigned
16. Capitalized
17. Centralized
18. Chaired
19. Charted
20. Clarified
21. Co-authored
22. Completed
23. Composed
24. Conserved
25. Consolidated
26. Controlled
27. Converted
28. Conveyed
29. Convinced
30. Coordinated
31. Corresponded
32. Counseled
33. Created
34. Critiqued
35. Cultivated
36. Decreased
37. Deducted
38. Defined
39. Delegated
40. Delivered
41. Demonstrated
42. Designed
43. Developed
44. Devised
45. Diagnosed
46. Directed
47. Dispatched
48. Documented
49. Earned
50. Edited
51. Enabled
52. Enforced
53. Engineered
54. Enhanced
55. Ensured
56. Established
57. Exceeded
58. Executed
59. Expanded
60. Expedited
61. Facilitated
62. Formalized
63. Formed
64. Formulated
65. Fostered
66. Founded
67. Furthered
68. Gained
69. Generated
70. Guided
71. Headed
72. Hired
73. Illustrated
74. Implemented
75. Improved
76. Incorporated
77. Influenced
78. Initiated
79. Inspected
80. Inspired
81. Instituted
82. Integrated
83. Introduced
84. Itemized
85. Launched
86. Lessened
87. Lifted
88. Lobbied
89. Maximized
90. Mentored
91. Merged
92. Mobilized
93. Modified
94. Monitored
95. Motivated
96. Operated
97. Orchestrated
98. Organized
99. Outpaced
100. Outperformed
101. Overhauled
102. Oversaw
103. Persuaded
104. Pioneered
105. Planned
106. Produced
107. Programmed
108. Promoted
109. Publicized
110. Reached
111. Reconciled
112. Recruited
113. Redesigned
114. Reduced
115. Refined
116. Refocused
117. Regulated
118. Rehabilitated
119. Remodeled
120. Reorganized
121. Replaced
122. Restructured
123. Revamped
124. Reviewed
125. Revitalized
126. Screened
127. Scrutinized
128. Showcased
129. Simplified
130. Spearheaded
131. Standardized
132. Stimulated
133. Streamlined
134. Strengthened
135. Succeeded
136. Surpassed
137. Sustained
138. Targeted
139. Transformed
140. Updated
141. Upgraded
142. Verified
143. Yielded

# COMBINATION RESUME EXAMPLES

Cecilia Burns  
Polson, MT 59860  
406-555-1234  
ceciliaburns@student.skc.edu

## SUMMARY

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A creative and highly motivated student seeking a part-time internship to grow industry experience and lend knowledge of digital advertising and help [your organization] improve profitability.

## EDUCATION

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Salish Kootenai College  
Major: Business Administration  
Expected Graduation Date: May 2022  
GPA: 3.8  
Relevant Coursework: Media Planning, Psychology in Advertising, Communication Law  
Clubs: Ad Club, Student Newspaper, Students for Environmental Action (SEA)

## EXPERIENCE

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Grey Media Agency | Charlo, MT  
Digital Advertising Intern, May 2020 – present

- Served as lead advertising intern as part of a summer-long apprenticeship program
- Assisted in building, launching, and managing Google AdWords campaigns for leading clients
- Successfully grew client ad spend return-on-investment more than 30% quarter over quarter

Student Newspaper | Pablo, MT  
Advertising Sales Representative, August 2019 – May 2020

- Acted as the primary point of contact for a subset of publication advertisers
- Scouted new advertiser opportunities and build relationships with local businesses
- Helped newspaper increase annual ad sales by nearly 20% from 2019 to 2020

## SKILLS & ABILITIES

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- Team leadership
- Verbal and written communication
- Time management
- Problem-solving
- Adobe Creative Suite
- Google AdWords Certified
- Fluency in English and French

## AWARDS & ACHIEVEMENTS

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- Elected Ad Club chair for 2017/2018 school year
- Awarded 2017 Best Student Advertising Campaign in the retail category
- Maintained Dean's List status Fall 2016 through Spring 2018

# Celine Sloan, CMA

Certified Medical Assistant

(546) 666-7777

celinesloan@hiration.com

Pablo, MT

[www.linkedin.com/in/celinesloa](https://www.linkedin.com/in/celinesloa)

## SUMMARY

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Certified Medical Assistant possessing exceptional skills in hospital administration. Proven competence in patient education, appointment scheduling, and patient care. Adept at HIPAA Regulations and EHR documentation with a demonstrated history of excellent assistance to medical staff.

## KEY SKILLS

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Medical Administrative Procedures • Medical Law and Ethics • Coding and Billing • Finance • Patient Education • Electronic Health Records • HIPAA Regulations • Phlebotomy • Wound Care • Laboratory Tests • Injection Administration • Appointment Scheduling • Exam Preparation • Patient Care • Infection Control • Sanitation and Hygiene

## EDUCATION

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### Medical Assistant Certificate of Completion

June 2020

### Salish Kootenai College, Pablo, MT

GPA: 3.8/4.0

#### Courses:

Medical Legal Aspects • Human Disease • Medical Coding and Billing • Medical Terminology • Anatomy and Physiology for MA • Human Relations • Client Communication • Medical Administrative Practices • Pharmacology for the MA • Clinical Skills

## CERTIFICATIONS

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- **Certified Medical Assistant (CMA)** from the National Healthcareer Association (NHA) | July 2020

## PROFESSIONAL EXPERIENCE

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### Medical Assistant Externship

February 2020 - June 2020

### Care Hospital, Pablo, MT

#### Administrative Support

- Provided administrative support to an office of 3 physicians and 10 nurses
- Scheduled 30+ patient appointments for the hospital daily
- Ensured accurate EHR documentation for all visits
- Managed the documentation and updated patient information according to HIPAA regulations
- Monitored the cleanliness and sanitation of hospital tools and equipment

#### Patient Medication and Care

- Assisted the physician in patient education, examination, and medication on a daily basis
- Prepared blood samples for laboratory tests and recorded the vital signs of 30+ patients daily
- Administered patient medication and wound dressing to 25+ patients according to the physician's specifications

## VOLUNTEER EXPERIENCE

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Educate 100+ children annually about the importance of hygiene | Early Start | February 2018 - Present



# June Defter

Polson, MT | 000-000-0000 | Junedefter@example.com

## SUMMARY

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Recent Dental Assisting Technology graduate adept at performing four-handed dental assisting in a safe and ethical manner and maintaining proper infection and hazard control protocol. Proficient in assisting with intra- and extra-oral examinations, performing laboratory procedures, and processing and evaluating radiographic images. Highly skilled in teamwork and culturally competent communication with a special focus on advocating and promoting healthy lifestyles to reduce health disparities in oral health within Native American communities.

## EDUCATION

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### Dental Assisting Technology, Certificate of Completion

June 2020

Salish Kootenai College, Pablo, MT

GPA: 3.7/4.0

Courses:

Infection Control and Hazardous Materials | Chairside Assisting Techniques | Oral Preventive Services  
Anatomy | Dental Radiography | Dental Restorative Techniques | Office Management | Clinical  
Externship

## CERTIFICATIONS

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- Certified Dental Assistant, July 2020
- Radiation Health and Safety (RHS) certification by Dental Assisting National Board, July 2020
- CPR, May 2020

## KEY SKILLS AND QUALIFICATIONS

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- Highly skilled at maintaining proper infection and hazardous control protocol
- Adept at performing four-handed dental assisting duties in a safe and ethical manner
- Proficient in assisting with intra and extraoral examinations, identifying and applying concepts of dental terminology, and accurately recording patient data
- Excellent skills in applying the concepts of dental ethics and professional communication in relation to the dental team and patients
- Knowledgeable about scheduling patients for various treatments, maintaining a recall system, ordering and maintaining supplies, completing patient insurance forms, making financial arrangements, and utilizing dental software
- Skilled at performing dental laboratory procedures and exposing, developing, mounting, and evaluating radiographs, including conventional, digital, and panoramic radiographic images while using proper safety precautions
- Passionate about advocating and promoting healthy lifestyles

## RELATED WORK EXPERIENCE

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### Dental Assisting Externship

March 2020 – June 2020

CS&KT Tribal Health, Polson, MT

- Arranged the treatment room for patients while following prescribed procedures and protocols
- Informed patients regarding dental treatments and welcomed, comforted, seated, and draped patients
- Dispensed diagnostic information by developing radiographic studies for 30 patients
- Provided 10+ patients with instructions for oral care following surgery or other dental treatment procedures
- Taught patients appropriate oral hygiene strategies to maintain oral health

## VOLUNTEER EXPERIENCE

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Educate 100+ children annually about the importance of oral hygiene | Global Dental Relief | February 2018 - Present

# Ryan Flyinger

Polson, MT | 000-000-0000 | ryanflyinger@gmail.com

## SUMMARY

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Skilled and adaptable Highway Construction Worker with a strong experience in state road work and customer satisfaction. High physical stamina for performing strenuous and repetitive tasks and working in a variety of adverse weather conditions for long periods of time. Adept multitasker able to handle a high volume of construction and repair tasks with speed and accuracy.

## EDUCATION

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### Highway Construction Training Certificate of Completion

June 2020

Salish Kootenai College, Pablo, MT

## CERTIFICATIONS

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- Class "A" Commercial Driver's License (CDL)
- NCCER in Heavy Equipment Operation
- Flagger Certificate
- OSHA 10-hour training

## KEY QUALIFICATION

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- Excellent skills in operating backhoes, bulldozers, compactors, excavators, loaders, road graders, scrapers, and ten- and eighteen-wheel trucks safely and efficiently
- Competent in Temporary Traffic Control requirements of the Montana Department of Transportation and the Manual for Uniform Traffic Control Devices of the USDOT of the Federal Highway Administration
- Advanced skills in basic mechanical operations and preventative maintenance procedures
- Advanced knowledge of the laws, regulations, and safety requirements
- Wide breadth of road work experience
- Exceptional knowledge of road maintenance equipment operation and repair
- Outstanding familiarity with safety procedures and potential road work hazards
- Superior skills in reading maintenance and operation instructional manuals
- Excellent familiarity with the principles of bridge construction and repair
- Strong oral and written communication abilities

## RELATED WORK EXPERIENCE

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### Road Worker

June 2017 – Present

Lake County Maintenance Services, Polson, MT

- Maintained and checked tractors bulldozers and other road work vehicles
- Performed roadside tree planting and removal as necessary
- Provided assistance to road specialist and experts as required
- Positioned and moved road signs and barriers as needed
- Performed all tasks in accordance with supervisor instructions
- Maintained time sheets and task logs with completeness and accuracy

### Road Worker

January 2012 – May 2017

City of Polson, Polson, MT

- Oversaw a variety of road work tasks and operations
- Upheld safety rules and precautions in all performed tasks
- Operated heavy machinery and road work equipment on a regular basis
- Assisted in construction and repair of bridges and other road facilities
- Provided training support for new city employees as necessary

# RESUME TEMPLATES

## First Last

City, State Zip • (000) 000-0000  
name@student.sk.c.edu • linkedin.com/in/your-name-here

When you don't have much work experience as a recent grad, a strong summary statement can help add valuable context to your application. Use this statement to communicate the career track you're pursuing, any specialties from your education or personal projects, and how you will contribute.

### Education

Degree, Graduation Year, GPA 3.8/4.0  
College Name, Location

- List course titles (not numbers) that are directly relevant to the job.
- Include details of the coursework or special projects that prove you have experience in your target industry.
- Include academic accomplishments like being on the Dean's List (Semesters, Years)
- List your most relevant fraternities/sororities, clubs, teams, etc.
- Include your role within the organizations. Tie information back to the job.

### Relevant [Industry] Experience

Company 2, Location  
Job Title

(MM/YYYY)-(MM/YYYY)

- If you have industry-specific internships or work experience right out of college, consider separating it into its own section. Some applicant tracking systems might have trouble parsing this, but it will help recruiters home in on your most relevant experience.

Company 1, Location  
Job Title

(MM/YYYY)-(MM/YYYY)

- Take extra care to tailor these sections to the job with resume keywords, hard skills, and relevant accomplishments.

### Additional Work Experience

Company, Location

Job Title

(MM/YYYY)-(MM/YYYY)

If you have work experience that is completely unrelated to your new field post-grad, list it briefly here. Share transferable skills but don't feel the need to go into great detail.

# FIRST LAST

*City, State Zip • (406) 555-1234*

*yourname@student.skc.edu • linkedin.com/in/your-name-here*

When you don't have much work experience as a recent grad, a strong summary statement can help add valuable context to your application. Use this statement to communicate the career track you're pursuing, any specialties from your education or personal projects, and how you will contribute.

## EDUCATION

*Degree / Graduation Year, GPA 3.7/4.0*

*College Name, Location*

- Consider listing course titles (not numbers), details of coursework and special projects, or academic accomplishments that show you're ready to excel in your new industry.
- You can also list organizations, clubs, teams, etc. that show off additional interpersonal and leadership skills.

## WORK EXPERIENCE

*Job Title / Company 2, Location*

*mm/yyyy - mm/yyyy*

It's OK that you don't have much work experience as a recent grad. Having industry-relevant internships will help, but any professional experience will be helpful.

*Job Title / Company 1, Location*

*mm/yyyy - mm/yyyy*

Whether you worked your way through school as a bartender, in retail, or doing manual labor, there will be some transferable skills for the job or industry. Try to include results, like money or time saved or improvements made.

## VOLUNTEER EXPERIENCE

*Title/Role / Organization, Location*

*mm/yyyy - mm/yyyy*

Add volunteer experience. This is a great way to strengthen your resume, especially when you're just starting out.

# FIRST LAST

City, State Zip - (406) 555-1234  
yourname@student.skc.edu - linkedin.com/in/your-name-here

## EDUCATION

Degree / Graduation Year, GPA 3.8/4.0  
College Name, Location

## RELEVANT COURSES

- List courses that are directly relevant to the job for which you're applying.
- Use course titles rather than course numbers.
- Include details of the coursework or special projects that prove you have experience in your target industry.

## HONORS AND ACHIEVEMENTS

- Include things like being on the Dean's List (Semesters, Years)
- Mention high placements in competitions (especially if it's relevant to the job)
- Add other distinctions

## SOCIETIES AND EXTRACURRICULARS

- List your most relevant fraternities/sororities, clubs, teams, etc.
- Include your role within the organization. Always try to tie any information back to the job.

## WORK EXPERIENCE

Job Title / Company 2, Location

MM/YYYY - MM/YYYY

It's OK that you don't have much work experience as a recent grad. Having industry-relevant internships will help, but any professional experience will be helpful.

Job Title / Company 1, Location

MM/YYYY - MM/YYYY

Whether you worked your way through school as a bartender, in retail, or doing manual labor, there will be some transferable skills for the job or industry. Try to include results, like money or time saved or improvements made.

# First Last

City, State Zip | 406-555-1234 | yourname@student.skc.edu  
linkedin.com/in/your-name-here

Add a strong resume summary here that highlights what it is you do, the types of companies you've worked with, and why you're great at your job. Experience, specializations, areas of interest, etc.

## SKILLS AND ACCOMPLISHMENTS

- **Skill Topic 1:** (eg: Software Engineering or Warehouse Management) Skill 1 | Skill 2 | Skill 3 ...
- **Skill Topic 2:** Skill 1 | Skill 2 | Skill 3 | Skill 4 | Skill 5...
- **Skill Topic 3:** Skill 1 | Skill 2 | Skill 3 | Skill 4 ...
- **Accomplishment 1:** [Action verb] [brief explanation of accomplishment] resulting in [quantifiable outcome. Using %, \$, etc. will draw the eye and make an impact]
- **Accomplishment 2:** ...
- **Accomplishment 3:** ...

## WORK EXPERIENCE

**Company 4**, Location

*Job Title*, (MM/YYYY)-Present

This is where you write about your experience. Do not simply list your day-to-day job duties. Work in resume keywords that are most relevant to the job for which you're applying. Provide context to the skills and accomplishments above.

**Company 3**, Location

*Job Title*, (MM/YYYY)-(MM/YYYY)

Because you listed skills and accomplishments above using this hybrid format, you can afford to write a little bit less in your experience section. Expand to two pages if necessary, but keeping your resume to one page is a good goal to have (unless you have over 10-15 years of relevant experience).

**Company 2**, Location

*Job Title*, (MM/YYYY)-(MM/YYYY)

It's OK to leave positions off your resume if they aren't relevant to the job you're pursuing. Unless the experience is crucial, you can also go into fewer details on older positions.

**Company 1**, Location

*Job Title*, (MM/YYYY)-(MM/YYYY)

Barely relevant positions deep in your work history can be summed up in a quick line or two.

## EDUCATION

Degree, Graduation Year (YYYY)

College Name, Location