



Tips for Crafting Your Resume

What to include:

Contact Information

- Name, email, phone number

Academic/Career Objective

- One or two sentences that highlight your overall skill set and/or describe what you are hoping to accomplish.

Experience and Skills

- Relevant and recent work history: Describe your roles and accomplishments, not just your assigned duties.
- Highlight your hard skills. These are skills that can be easily demonstrated; that you acquired either through education or work experience. Example: Microsoft Office, SQL computer language, CNA license, etc.
- Highlight your soft skills: These are skills that are not easily measured but are demonstrated through interactions with others, like critical thinking, problem solving, leadership, teamwork, organization, etc.

Honors and Awards

- School, work or community awards and recognition.
- Extracurricular and Community Service Experience
- Relevant community service experience, internships, or research.

Education

- List your highest and most recent level of education first
- Include your post-high school education including any relevant training or certifications
- Include your high school diploma and graduation date or GED only if this is the highest level of education you've completed and it is recent.

Additional Options

If you are in high school or have limited job experience, you may add relevant information that shows desired skills.

- Professional, student, and community memberships
- Languages you understand, speak, and/or write
- Leadership positions you've held at school or in your community
- Athletic and/or artistic experiences and achievements
- Volunteer and leadership experience

More Tips

- Your resume should be professional looking, without errors, well organized, easy to read, and concise.
- Do not merely list your job tasks. Use accomplishment statements to show how you added or created value through your work.
- Use numbers, facts, figures to demonstrate hard accomplishments that are measurable:
 - Revamped cash register management policies that reduced shortages by 25%
 - Implemented customer service standards that reduced customer complaints by 50%
- Use words that demonstrate your leadership and management skills, interpersonal skills, innovation, creativity, and problem-solving abilities to play up hard-to-measure accomplishments which are valuable in work relationships.
- Limit your resume to one page. Include only what adds value.
- Proofread your resume. Read it out loud, ask a friend, colleague, tutor, or mentor to read it and offer suggestions. Walk away from it and read it again.

STUDENT RESUME SAMPLE

SUSAN QUIGLEY

123.555.8910 | susan.quigley@ppcc.edu

CAREER OBJECTIVE

Soon-to-graduate high school honors student, award-winning band member, pursuing an associate degree in music with a plan to pursue a career with the Colorado Springs Philharmonic after graduation in 2025.

EDUCATION

- High School Diploma | Palmer High School, Colorado Springs, CO | May 2022 (Expected Graduation Date)
- Overall GPA: 3.87
- Honors and dean's list every semester
- Manager of girls' basketball team
- Student Council president, 2020–2021
- Member of the Honors Band

WORK EXPERIENCE

Team Member | The Chicken Place | Fountain, CO | September 2019 - Present

- Served 30+ customers daily by taking orders in person and on phone, and delivering orders to the curbside.
- Managed inventory, ensuring proper use and availability of supplies to serve customers without interruption.
- Cleaned the dining area, keeping it safe, welcoming, and healthy for the customers.

Barista | My Coffee House | Colorado Springs, CO | April 2018 – December 2018

- Prepared customer orders with skill and care without any mistakes.
- Setup the coffee station every morning in preparation for customer visits.
- Cleaned the store and seating area at the end of the day in keeping with city health codes.

OTHER EXPERIENCE

- Summer Counselor | ABC Camps | Estes Park, CO | 2020
- Guitarist | Fountain Church | Fountain, CO | 2019
- Volunteer | Soup Chicken | Colorado, CO | 2018

FUNCTIONAL RESUME SAMPLE

JAMIL PAN

(123) 555-1234 | jamilpan@email.com

CAREER OBJECTIVE

Experienced landscaping expert with knowledge in grounds management, sprinkler tuning and landscape redesign seeking a career change into the information technology field.

CORE QUALIFICATIONS

- Commercial yard maintenance
- Landscape planning and design
- Operating heavy landscape equipment
- Managing customer needs and expectations

EMPLOYMENT HISTORY

Customer Service Manager | Just Perfect Yards, Pueblo, CO | September 2010–Present

- Manage portfolio of 20 business and 40 residential customers
- Schedule periodic and on-time ground maintenance
- Address emergency customer needs including tree removal due to storm destruction

Business Development Manager | Green Spaces, Pueblo, CO | January 2008 – June 2010

- Responsible for acquiring 10 commercial customers and 35 residential customers.
- Managed external communication with potential customers through various channels.
- Developed and managed a plan for recruiting new customers.

Associate | Machine Rental Place, Fountain, CO | May 2007– Aug 2007

EDUCATION

General Equivalency Diploma | Colorado | 2020

ALTERNATIVE EXPERIENCE RESUME SAMPLE

ENRIQUE LOMPO

(123) 254-8910 | Elompo@mymail.com

CAREER OBJECTIVE

Returning to school to start a career in computer science after 10 years of raising my children.

EXPERIENCE

Stay-at-home-dad | 2012–2022

- Supported children with home and school activities.
- Coordinated school and home activities including homework completion, doctor visits, preparing meals, arranging playdates, doing laundry, etc.

Crossing Guard | 2012–2022

- Before and after school crossing guard for Neighborhood Elementary School.

Sunday School Teacher | Church on the Hill | 2017–2021

- Prepared Sunday school lessons for middle school students.
- Supervised middle school Sunday school activities, ensuring safe behavior and healthy engagement.

Field Trip Chaperone | 2018–2022

- Chaperoned field trips at my children's school.

EDUCATION:

High School Diploma | Fountain High School, Colorado | 2011