Develop Your Résumé

Gain Experience

At this point you might know exactly what you want to do after you graduate from college, but for most, they are still trying to figure it out. Consider the following options not only to help you gain experience, but also to explore potential professions. Keep in mind these are great items to add to your résumé:

- Work Experience (paid)
- Internships (paid/unpaid)
- Volunteer Experience (unpaid)
- Clubs/Extracuricular Activities
- Professional Organizations and Conferences

Need Filler

Having a hard time filling up a résumé on 1 full page? Consider adding the following:

- Computer Skills
- Certifications
- Honors/Awards
- Scholarships
- Additional Activities
- Summary of Qualifications
- Related Coursework
- Using strong verbs, add bullets under your job listings describing duties performed and skills acquired.

Additional Suggestions

Follow directions! If the job description asks for something, add it. This is an easy way for employers to filter through applications.

Be cautious with online resources and résumés. Some examples are incorrect and are lacking in professionalism.

Do not use a template résumé - it makes it too hard to change settings and the spacing can make the process more frustrating.

There is no "one size fits all" for résumés. Cater your résumé to the position for which you are applying. This can be done by reorganizing your sections, changing your "Related Experience" section, and/or changing your "Objective."

If formatting is your biggest struggle and you don't know where to start, try typing your information in a Word document just to get your information out. Once you have done that, then you can concentrate on formatting.

Every experience or job you have helps you attain more skills. Be ready to support your skill qualifications by providing examples of job duties you have performed and try to add specific facts or statistics.

Don't forget to add your 3-5 references on a separate page from your résumé with the same heading.

Schedule an appointment to meet with WSC's Career Services Office to review your résumé and/or cover letter.

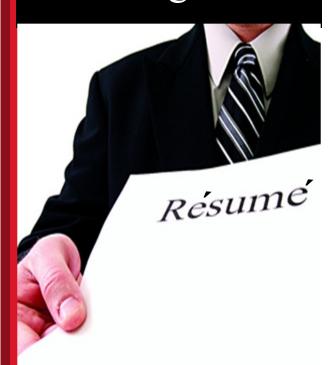


Career Services Taylor Hall 302 970.943.7122

Academic Resource Center

Western State College Career Services

Junior/Senior Résumé Writing Guide



Be confident when submitting your résumé; small changes can make a HUGE difference.



Junior/Senior Résumé Example

PAUL PROFESSIONAL

1234 Main Street, Gunnison, CO 81231

970-641-5555

paul.professional@hotmail.com

OBJECTIVE

Obtain entry level Financial Analyst position.

SUMMARY OF QUALIFICATIONS

- Knowledgeable business professional with over 2 years experience in business software. security and retail industries.
- Skilled in the use of both reporting and analytical tools to illustrate risks, revenue recognition areas, and profitability opportunities.
- Assisted in the creation of over 100 reports and presentations to management.
- Detail-oriented with excellent analytical, communication, and organizational skills.
- Technical skills include Microsoft Excel with statistical analysis extensions, Word, Access, PowerPoint, and basic knowledge of Dreamweaver, Contribute, Flash, and HTML.

EDUCATION

Western State College of Colorado, Gunnison, Colorado

Expected Graduation: May 2012

Bachelor of Arts Degree

Major: Business, Emphasis: Finance, Minor: Accounting

GPA: 3.1

EXPERIENCE

SIMPLICITY PROGRAMMING, LLC, Crested Butte, Colorado September 2009 - January 2010 Finance Intern

- · Analyzed financial information from 6 departments, interpreted results and generated reports using Microsoft Excel and Access.
- Created up to 10 reports weekly including profitability analysis, variance analysis, and financial forecasts.
- Developed more than 20 financial models and analyzed company's finances.
- Tested company's website and underlying software for usability on a monthly basis.
- · Assisted in monthly accounting close and verified accuracy of all financial data.

GUNNISON ALARMS, INC, Gunnison, Colorado

June 2007 - August 2009

Office Assistant

- Assisted manager in daily operation of 5 person customer service department.
- Responded to 20 30 customer requests per day.
- Performed in-depth investigative research for up to 50 cases per month.
- Compiled 2 different statistical reports in Excel on a monthly basis.

STARBUCKS, Gunnison, Colorado

May 2005 - July 2007

- Served up to 150 customer orders per shift.
- Awarded Employee of the Month honor 3 times.

Résumé **Checklist:**

- □List your name, mailing address, email, and phone number at the top. Your name should be BIGGER. If you move frequently, consider adding a permanent and current address.
- ☐In most cases, do not include high school.
- □Only list GPA if cumulative is above 3.0.
- □Consistency is key. Limit your use of different fonts (Arial or Times New Roman are recommended), sizes, and bullets. Use a consistent format.
- □Check spelling, punctuation, and grammar.
- ☐Make your résumé stronger by using action verbs (see next page).
- □List everything: volunteer work, clubs. iobs, extracurricular activities, etc.
- ☐ List dates of employment and graduation.

Action Verbs

Designed Mastered Solved Directed Motivated Structured Effected Operated Streamlined Eliminated Originated Supervised	Directed Effected Eliminated	Motivated Operated Originated	Structured Streamlined Supervised
		•	
Established Organized Taught Evaluated Participated Trained Expanded Performed Translated	Established Evaluated	Organized Participated	Taught Trained
Facilitated Planned Utilized	•		

Skill Words

Analytical	Innovative	Repeatedly
Consistent	Knowledge	Resourceful
Cooperative	Logical	Responsible
Creative	Open-minded	Significant
Dedicated	Positive	Substantial
Dependable	Productive	Successful
Efficient	Proficient	Tactful
Experienced	Profitable	Thorough
Independent	Qualified	Versatile