

≡ 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/Extracurricular 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
Barista

- 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, jobs, extracurricular activities, etc.

List dates of employment and graduation.

Action Verbs

Accelerated	Generated	Pinpointed
Accomplished	Guided	Programmed
Achieved	Increased	Proposed
Administered	Influenced	Provided
Analyzed	Implemented	Recommended
Approved	Initiated	Record
Built	Instructed	Reduced
Coordinated	Interpreted	Reinforced
Conducted	Improved	Reorganized
Completed	Launched	Revamped
Created	Lectured	Revised
Delegated	Led	Reviewed
Developed	Maintained	Scheduled
Demonstrated	Managed	Simplified
Designed	Mastered	Solved
Directed	Motivated	Structured
Effected	Operated	Streamlined
Eliminated	Originated	Supervised
Established	Organized	Taught
Evaluated	Participated	Trained
Expanded	Performed	Translated
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