

RESUME OUTLINE (NAME GOES HERE)

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OBJECTIVE ← (OPTIONAL) if you already have a cover letter you are going to send, reconsider whether or not you want an objective statement.

To obtain a (specific) position with (specific) company to create a solid foundation for my career in _____ or include end goals of working here

SKILLS ← Provide a summary of the skills relevant to you landing this job! and the skills required from employer that you already possess. (What about you as a person makes you suited for this position? Do you speak other languages? Computer programming skills relevant to the job? Do you have certain certifications (CPA, etc.)?) **HAVE TRANSFERABLE SKILLS!**

- **Computer:** State level (proficient, intermediate, etc.) of experience in Microsoft Office (Word, PowerPoint, Excel, familiarity with Access); intermediate skills in Adobe Photoshop...
- **Languages:** Ability level in English, Spanish, and French (Written and Verbal)
Above, are 2 categories of **hard** skills (practical things you can “show”);
Below, provide examples of your **soft** skills (personality & attitude) and/or **industry** skills (statement summarizing relevant industry/field skills) you want to highlight. Refer back to the job description to know what is relevant!
- Proven ability to work in group and individual settings utilizing interpersonal communication skills
- 2+ years’ experience in medical field, with working knowledge of medical terminology and diagnoses

EDUCATION ← List in REVERSE chronological order: Start with education program you are CURRENTLY in, then work your way backwards.

Bachelor of Arts in _____

Expected: May 2019

St. Mary’s University, San Antonio, TX

- **Cumulative GPA: 3.0, Major GPA: 3.0**

Scholarships: Scholarship Name (Month Year) ← If you do not have scholarships, then get rid of the bullet point. Or, change to “Awards” or “Recognitions” if the label is more appropriate! Can include dean’s list!

Relevant Coursework: about 5 courses ← Only list coursework if applying for specific position and ask that you have knowledge of something

Future Coursework: about 5 courses ← Include if you have yet to take a class that is required for your internship/job and can let employer know that you have not taken it yet but will take it during the time of internship/job

RELEVANT PROJECTS

Position/Project Name

Dates from when you started to finished → (Month Year – Month Year)

Employer/Company/Course Name, School, City, State, and if needed country

- Daily tasks, duties, responsibilities of project work
- Collaborations if any, results of the work
- Everything and anything done within the project, how long did you work on this per week, additional research needed?

WORK EXPERIENCE ← See note above on writing in REVERSE Chronological order (Start with what position you are CURRENTLY in, then work your way backwards). Make sure verb tense matches experience. **Speak in third person, never first (no “I’s” or “Me’s”)**

Position

Dates from when you started to finished → (Month Year – Month Year)

Employer/Company Name, City, State, and if needed country

- Daily task and operation you performed during business hours
- Types of customer/professional interactions that your position was responsible for conducting
- Responsibilities and type of work environment, emphasize accomplishments with numbers and \$ or % outcomes

Counselor

September 2017 – December 2018

Madison Center Park Recreation, Somers Point, NJ

- Supervised day trips of 10-15 students, ensuring a safe and fun environment
- Taught, coached, and led groups of students ages 12-15 in various activities, such as English lessons, arts and crafts, and other group building tasks
- **Interacted with parents and senior staff members to resolve any issues and answer questions as needed**

APR method - use this method to fill in your bullets!

A – Action ← 1st word of sentence, *action verb*! Tells us *what* you’re doing. Make sure it matches the tense of the job (present/past)

P – Project ← defining or providing detail for the action verb below! Need more information to make sense of statement.

R – Result ← what was the result /impact on the organization? Organizations want to know you’re result-driven.

LEADERSHIP EXPERIENCE ← See note above on writing experience sections in REVERSE Chronological order.

Vice President of Programs

August 2015 – December 2018

Delta Zeta Sorority, St. Mary’s University, San Antonio, TX

- Developed a comprehensive marketing campaign through print and social media that increased attendance at events by 27% for educational, 33% for social, and 57% for philanthropic programs.
- Effectively managed annual budget of \$54,000 and the contracts of keynote speakers.
- Received highly competitive campus leadership award for recognized work ethic, innovation, and contribution.

COMMUNITY SERVICE ← use this format if you want to highlight *lots* of organizations you are a member of, *without* detailed APR bullet points.

Position, Organization, location (city, state, country if needed)

Dates (Month Year – Month Year)

Volunteer, Meals on Wheels, San Antonio, TX

August 2016 – September 2017

Hospital Volunteer, St. Catherine’s Hospital, Dallas, TX

May 2015 – July 2015