

Res U. Me

Home Address: 5555 Some Ave S, Any City, MN 55555
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The contact information block is taking up a lot of space and should be adjusted to utilize less document space.

EDUCATION

High school information is optional and only appropriate for first-year and sophomore students.

- **St. Olaf College:** Northfield, MN. Bachelor of Arts. Exercise Science and Spanish major
September 2012 – Present, Cumulative GPA: 3.64
- **Central High School:** St. Paul MN, September 2008 – June 2012, GPA: 3.6484
- Recipient of the International Baccalaureate Diploma

Separate bullet points indicate separate content. Proper formatting will make it easy to see supporting content.

EXPERIENCE

Paid Employment:

Designating content as "Paid" is unnecessary. Using sub-headers takes up too much space that could be better used for content development.

St. Olaf College Rolvaag Memorial Library: 9/12 – Present, Northfield, MN

- Assisting patrons by helping to find library resources and with circulation of materials
- Maintaining neat and orderly facilities by cleaning and detailed shelf reading
- Acquiring new materials and circulating resources between libraries on schedule

It is very important to know your resume purpose in order to avoid content that is job duty/task focused. Instead, content should have relation to purpose and show contribution and outcome.

St. Olaf College Mail Room: 9/12 – 5/13, 9/13 – Present, Northfield, MN

- Sorting and distributing packages and letters for students and faculty.

Kowalski's – Woodbury, Produce Department: 6/11 – 8/13 Woodbury, MN

- Preserved fresh produce on shelves by continually restocking, organizing, and sifting for produce unfit to sell
- Assisted customers locate produce and understand sales and coupons

Eliminate confusion wherever possible.

Ramsey County Environmental Services: 6/10 – 8/10, 6/11 – 8/11, 6/12 – 8/12, St. Paul, MN

- Contacted hazardous waste disposal plants and compiled their information for a county waste information bulletin
- Organized files to improve company fluidity and created new files to encompass the growing system
- Learned to, and applied, possible hazardous waste generators
- Learned to use maps to correct numbers in a database

Statements that show how the person made a direction contribution or show an outcome are **great!**

Passive phrasing, such as "Learned to," should be eliminated in favor of strong action verbs. It is more important to show how the learning was applied.

Volunteer:

Sub-headers take up too much space and should be eliminated.

The Family Place – St. Paul, MN

- Enhanced living conditions at a battered women's shelter by cleaning the facility
- Improved homeless shelter environment by cleaning
- Provided help with pricing and stocking clothes at Good Will

Church Sponsored Mission Trips:

The Night Ministry and other various volunteer activities - 8/11, Chicago, IL

- Prepared and then helped distribute over 800 meals to people in need
- Led an activity booth at a children's summer festival
- Read to, supervised, played with, and helped kids with summer school homework

Heifer International - 8/09, Perryville, AR

- Composted and cleaned animal pens at Heifer International to help maintain a nearly self-sufficient process which raises and sends animals across the world to provide a financial base for families in poverty

Youth Works 8/08, Alamosa, CO

Consistency in formatting is very important.

- Collaborated with other volunteers to clean, organize, and shelve items in a thrift store
- Supervised, practiced reading skills, and played with children at a summer program

SKILLS

Content always needs to fit the section. The first bullet does not.

Lead as a co-head captain on the Central High School Football Team during the 2010 and 2011 seasons, as a captain of the Baseball teams for the 2009 and 2010 seasons, and as a captain of the swim team for the 2010-2011 season

- Proficient with Microsoft Word, with Microsoft Excel, with Endnote, and Capable of typing above 40 words per minute
- Advanced spanish skills

It is important to proofread documents.

If skills are included, they need to relate specifically to the position the resume is used for. These may or may not because the purpose is unclear.

INTERESTS AND ACTIVITIES

- Has attained the position of an Advanced Placement (AP) Scholar with Distinction
- Was considered the Most Valuable team member for the 2010 Football season
- Member of the St. Olaf football team

Content always needs to fit the section. The first two bullets do not.

REFERENCES

- Bryant Gumbel: Supervising environmentalist at Ramsey County Environmental Services. Employment address: 601 Some Ave S Ste 700. St. Paul, MN 55415-1842. Work phone: (651)-555-5555. Fax: (651)-555-5550. E-mail: bryant.gumbel@co.ramsey.mn.us
- Will Wheaton: Director of Fundraising and Special Events at the Food Shelf Project and Youth Director of St. Luke's Catholic Church. Food Shelf Project information: 2015 Any Avenue, Minneapolis, MN (612) 111-1111. St. Luke's information: 360 Whichever Ave S, Minneapolis, MN 55419. (612)-555-1212

References should not be included on the resume, but as a separate document and should be formatted more clearly.

Editing Tips

- An effective resume is always written to a specific purpose. General resumes are not effective because the writer cannot be strategic in format or inclusion of content.
- A resume is not a history. It is a marketing document to highlight experience, knowledge and skill to a specific purpose. Include the things that are most important to that purpose.
- Resumes of college students and recent graduates are typically one page, depending on the amount of DIRECTLY RELATED experience.
- A resume needs to be easy to read. Never make the reader work to find information.
- A good resume is visually appealing and consistent in formatting; it is the reader's first impression of a candidate.
- Proofread, proofread, proofread.