YOUR NAME

Hometown, MT | cstudent@email.com |(406) 555-5555 | LinkedIn and/or portfolio link *[Optional]*

[This area is a great place for your professional SUMMARY sharing an overview of you as worker and/or student with a focus on how it makes you a great fit for the job. Can include job title in this summary. Do a web search on "resume summaries" in your field to get ideas for creating your own. Do not use "I" or "my" in resume. Write a 2-3 sentence summary or use bullet points like below.]

SUMMARY *[Summary might also be called Core Competencies, Highlights of Experience, Qualifications, Profile.]*

- *[Make these very appropriate for the job. Address job's specific hard and soft skills. Examples below.]*
- Experienced trainer – trained 12 new cashiers for busy retail store in summer resort.
- Accurate record keeper – developed new, efficient system for tracking payments.
- Strong computer skills – volunteered at student after-school program teaching basics of coding.
- Excellence in customer service – named employee of the month twice.

EDUCATION *[New grads may want to move their education closer to the top like on this resume.]*

Associate of Applied Science (AAS) in Business Administration, 20XX | Hometown College | Hometown, MT
3.XX GPA *[Generally share if between 3.5-4.0]* | Phi Theta Kappa National Honors Society | ABC Academic
Scholarship | Dean's List 3 semesters | Treasurer of Campus ABC Club

RELEVANT COURSEWORK *[Optional: can include position-related courses to show you've had an exposure to a topic.]*

Related Class | Related Class | Related Class | Related Class | Related Class

RELATED EXPERIENCE *[Quantify and qualify by adding numbers and specifics that make it yours – **NOT just job duties**.]*

Your Title
Employer Name | Hometown, MT | Month 20XX - Month 20XX *[If still there, write "Present" for end date]*
Recruited, trained, and supervised 30-40 volunteers for nonprofit. Over 80% of volunteers returned each year.
*[Start accomplishment statements below with action verbs – can do web search for "resume action verbs" for ideas. Add numbers when it clarifies what you did and some description. **USE ACCOMPLISHMENTS, NOT JOB DUTIES**.]*
- Trained *[example of action verb, use your own] . . . [Focus on **transferable skills** the job requires.]*
- Developed *[example of action verb] . . . [include positive **results** of your accomplishments.]*
- Used *[example of action verb] . . .*

Your Title
Employer |City, MT | Month 20XX - Month 20XX
- Assisted *[example of action verb] . . .*
- Led *[example of action verb] . . .*
- Created *[example of action verb] . . .*

OTHER EXPERIENCE *[Not as much info as your Related Experience but shows you were working during a timeframe.]*

Customer Service Representative
Employer | Hometown, MT |Month 20XX - Month 20XX
Created efficient, friendly customer service environment working with over 200 customers a day. *[Possibly include a brief description. Focus on job skill(s) that will be used in job you are applying for.]*

AWARDS & HONORS *[If needed. You may have already put these under your Education section]*

Title of Award – Organization

RESUME TIPS:

1. There are many styles and types of resumes. Create one that represents **YOU**. Resumes need to be clear and easy to read. Adjust this one to fit your needs. Remove everything that's unrelated, in brackets, and in blue. This simple resume style is also designed to go through an employer's Applicant Tracking System (ATS). Many larger companies use ATS software during the initial recruitment process. It scans for keywords from the job description (like desired knowledge, skills, abilities, experiences). Be sure you include these keywords in a natural way, and not just paste them into your resume and cover letter. Do **not** include tables and unusual fonts. Use common fonts like Arial, Cambria, Calibri, Garamond, Georgia, Helvetica, Verdana, or Times New Roman (readable but dated). Can do internet search for best resume fonts of current year.

2. Do your research when applying for a job. Know the company, its mission, values, and goals. Bring some of this knowledge into your resume and cover letter.

3. Generally, start with your most recent relevant experience first (reverse-chronological resume). Focus on your **accomplishments** NOT **job duties**.

4. Resumes are generally 1 page, possibly 2 (**not** 1-1/3 pages) with enough experience (generally go back up to 10 years). If 2 pages, write "more" or "1 of 2" on bottom of first page. Add page number to 2nd page.

5. Keep margins .7"-1". Don't make margins .5" and font 9 or 10 points to squeeze your resume onto a page.

6. Go light on using color accents if any – be sure it photocopies well. Keep paper color neutral.

7. Usually no photos – save that for your LinkedIn account or portfolio.

8. Stick to basic round bullets when using bullet points as they work well with ATS systems.

9. Unless otherwise directed, save your resume as a Word docx or PDF so it's scannable by ATS.

10. Premade templates may be tricky for ATS systems to read. Do not use headers and footers with ATS.

11. One option is to include a **Key Skills** section relevant to the job (about 10 skills, give or take). It's often toward the bottom although you might also see them under the summary. Generally, stick to hard skills. **Hard skills** are the specific competencies required to do the job for which you are applying like having advanced or proficient skills in Microsoft Excel, specific programming languages, SEO marketing, data analytics, healthcare certifications, proven grant writer, fluent in Spanish, etc. **Soft skills** are people-related work skills like your ability to communicate, solve problems, be creative and willing to learn, work as a team, adapt, accept feedback, lead with a positive demeanor, set an example of a positive work ethic, etc. They are transferrable from one workplace to another. Generally, do not include soft skills such as "teamwork" or "leadership" in this section. **Show** those as accomplishments under each employer/volunteer experience.

12. Can include other position-appropriate sections like Academic Projects, Research, Honors & Awards, Community Involvement.

13. Dates should be formatted in one of two ways: MM/YYYY or "March 2022". Be consistent and do not use the year only.

14. Resume Summary example:

    Recent Small Business Management graduate experienced in coordinating group projects and collaborating effectively within diverse teams. Ready to apply skills in data analytics and social media marketing to a dynamic Project Management role. Achieved over 75% growth in social media engagement during a two-year volunteer role as a Marketing Assistant at a human services nonprofit.