

Resume

Guide

Effective Resume Writing

- Is 100% honest
- Presents your most important qualifications
- Highlights strengths and avoids shortcomings
- Is brief, concise, and easy to read
- Avoids the use of personal pronouns (no “I” or “my”)
- Is free of grammatical and spelling errors
- Is one or two full pages in length, depending on your experience and the employer’s requirements

Format & Layout

- 10 to 12 point font, with a “textbook” style font, such as Times New Roman or Garamond
- Single-spaced and a good balance between characters and white space
- There are two basic resume formats: chronological and functional
- The resume format you choose should highlight your strengths and be tailored to the culture of the organization or industry to which you are applying
- Avoid templates, unusual fonts, or distracting colors

Chronological

- The most common/traditional format
- List education and experiences in reverse chronological order (most recent first)
- Especially good for candidates with a strong history of directly relevant work experiences

Functional

- Organizes your most relevant experiences into skill areas
- Provides employment history in a brief format
- Works very well for career transitions, gaps in employment, or little or no work experience

Personal Information (U.S. Standards)

- The only required information is your name, address, telephone number, and email address
- Include other information (alternate address, social security number, citizenship status) only if specifically requested
- No personal information (hobbies, marital status, birth date, etc.) should be included

Qualifications/Skills Section

- Stated at the top of the resume and replaces the ‘career objective’
- Should be brief, concise, and match your skills with the employer’s desired qualifications

Education

- Spell out name of your degree (e.g. Bachelor of Arts), include major, minor, concentration, college, institution, city, state, and date of graduation
- List scholarships, honors, awards, special projects, relevant course work, study abroad experience, involvement in student organizations, and extra-curricular activities

Relevant Experience

- Both paid and non-paid experience should be included
- Include your job title, the company name, city, state, and dates of employment
- Provide detailed information about your experiences related to the opportunity you are seeking
- Use strong action verbs and achievement statements to describe your responsibilities and accomplishments
- Provide quantitative information when applicable, such as number of customers served, or percentage increase in sales
- Achievement statements typically follow the format action verb + example + result. For example, change “tutored eighth grade student” to “tutored an eighth grade student in pre-algebra to raise student’s grade from C to B in six months”

Additional Information

- Include certifications, licenses, language speaking skills (include level of proficiency), computer skills, publications, awards, and other achievements relevant to your career goals

References

- List three to five professional references, such as employers or faculty members, on a separate sheet of paper, utilizing the same heading you created for your resume
- For each reference, list name, credentials, title, institution/company, telephone number, and email address, for example:
Taylor Baca, PhD
Professor of Biology
University of New Mexico
505-277-0000



Resume Examples

Chronological Resume

LOUIE LOBO

1 Redondo Rd. · Albuquerque · New Mexico · 87131 · (505) 277-1404 · llobo@unm.edu

SUMMARY OF QUALIFICATIONS

- Two years of laboratory experience as both a biology technician and a veterinary technician
- Extensive knowledge in administering and interpreting laboratory assessments
- Outstanding ability to adhere to strict research protocol and procedures including design set-up and report writing
- Exceptional knowledge of Statistical Package for the Social Sciences (SPSS) and Cascading Style Sheets (CSS)
- Highly proficient in oral and written Spanish

EDUCATION

Bachelor of Science in Biology, minor in Spanish
The University of New Mexico (UNM), Albuquerque, NM
Expected May 20__
GPA 3.73

- Relevant Course Work
Physics, Genetics, General Chemistry I and II and Labs, Physics I and II, Ecology and Evolution, Plant and Animal Form & Function, Cell & Molecular Biology, General Vertebrate Zoology Lab, Calculus II
- Honors, Awards and Recognitions
Regents' Scholar, University Honors Program
- Participant/Alternate – International Science and Engineering Fair, Nevada First Place – New Mexico State Science Research Expo, New Mexico

RESEARCH EXPERIENCE

- Research Assistant**
Health Policy Institute
August 20__-Present
Albuquerque, NM
- Collect, synthesize, analyze, and report environmental data, such as pollution emission measurements, atmospheric monitoring measurements, mineralogical information, and water samples.
 - Analyze data to determine validity, quality, and scientific significance in order to interpret correlations between human activities and environmental effects.
 - Communicate scientific and technical information to colleagues and other internal audiences through oral briefings, written documents and training sessions.

PROFESSIONAL EXPERIENCE

- Veterinary Technician**
Southwest Animal Care Clinic
May 20__-July 20__
Albuquerque, NM
- Administered medication, immunizations, or blood plasma to animals as prescribed by veterinarians.
 - Provided emergency first aid to sick or injured animals and assisted veterinarians in examining animals to determine the nature of illnesses or injuries.
 - Observed and assisted with over 30 routine surgeries, such as neuter/spay procedures and minor mass excisions.
 - Cleaned, maintained, and sterilized instruments or equipment.
 - Performed routine laboratory tests or diagnostic tests, such as taking or developing x-rays.
 - Administered anesthetics during surgery and monitored the effects on animals.

STUDENT ORGANIZATIONS

- President, Biological Sciences Student Association, UNM**
20__-20__
- Organized activities to include guest speakers regarding admissions and undergraduate pre-requisites for medical admissions.
- Chair, Hokona Residence Hall Community Association, UNM**
20__-20__
- Increased philanthropic giving 66% to \$5,000 annually by overhauling two-campus wide fundraisers.

EXTRACURRICULAR ACTIVITIES AND COMMUNITY INVOLVEMENT

- New Mexico Wildlife Foundation, New Mexico
20__-Present
- Prairie Dog Relocation Effort, Gila, New Mexico
20__-20__
- Congressional Intern, State Office of Rep. Martin Heinrich, New Mexico
20__

Functional Resume

Lucy Lobo

123 Any Street SE, Albuquerque, NM 87106
505-321-1234 | lucylobo@unm.edu

QUALIFICATIONS

- Excellent active listening and facilitation skills: exceptional negotiation and conflict-resolution skills
- 4 years' experience working as a liaison, effectively maintaining relationships with professional and community stakeholders
- Highly efficient organizational skills: able to successfully manage multiple priorities and meet deadlines
- Proven ability to collaborate with multiple stakeholders to identify, discuss, and resolve complex problems
- Over 6 years' experience establishing, maintaining, and updating records, as well as accurately and clearly reporting project results

EDUCATION

Bachelor of Arts in Psychology
The University of New Mexico
05/20__
Albuquerque, NM

MILITARY SERVICE

- **United States Army Reserve, Heavy Construction Equipment Operator**
06/20__ - 04/20__
- Received Army Commendation Medal, Army Achievement Medal and Combat Action Badge
- Promoted to Non-Commissioned Officer; Rank of Sergeant

KEY SKILLS AND KNOWLEDGE AREAS

- **Management and Leadership**
 - Supervised and trained a squad of seven soldiers to ensure development of key leadership skills and peak performance, which facilitated deployment readiness of the unit.
 - Planned, scheduled, and coordinated construction project activities to meet deadlines.
 - Developed and led complex projects such as home construction from inception through completion.
 - Exercised independent judgment, decision-making abilities and maintained high level of confidentiality.

Project Management and Strategic Planning

- Reviewed project specifications to determine appropriate construction methods.
- Investigated damage, accidents, or delays at construction sites to ensure that proper procedures were being followed.
- Managed over \$50,000 worth of equipment during a 12 month deployment with no loss of inventory.
- Prepared and submitted budget estimates, progress reports, and cost tracking reports.
- Inspected and reviewed projects to monitor compliance with building and safety codes.

Communication and Relationship Building

- Established and implemented departmental policies, goals, objectives, and procedures, conferring with board members, organization officials, and staff members as necessary.
- Conferred with supervisory personnel, owners, contractors, and design professionals to discuss and resolve issues such as work procedures, complaints, or construction problems.
- Researched solutions and tactfully addressed customer questions and complaints.
- Presented information effectively in one-on-one and small group situations to clients, managers, and other employees of the organization.

EMPLOYMENT HISTORY

- Project Manager, Olympus Builders, LLC, Albuquerque, NM
01/20__ - Present
- Lead Construction Supervisor, Pulte Homes, Albuquerque, NM
03/20__ - 01/20__
- Laborer, Pulte Homes, Albuquerque, NM
10/20__ - 03/20__
- Administrative Assistant, Desert Hills, Albuquerque, NM
04/20__ - 12/20__



Office of Career Services