

# 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”)
- Free of grammatical and spelling errors
- One or two full pages in length, depending on your experience and the employer’s requirements
- Government resumes and CVs are different and can be longer in length and more comprehensive in detail

## 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, telephone number, and email address
- Include other information (street 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
- Include grade point average if above a 3.5 (optional)

## 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  
The University of New Mexico  
505-277-0000 [tbaca@unm.edu](mailto:tbaca@unm.edu)

## Chronological Resume Example

### LOUIE LOBO

[lobolouie@unm.edu](mailto:lobolouie@unm.edu) ▪ 505-277-1234

#### Summary of Qualifications

- Two years of fundraising experience for both student and nonprofit organizations
- Proven success building relationships with current and potential donors
- Excellent written and verbal communication skills with keen attention to detail
- Outstanding follow up skills and experience data-tracking with multiple databases

#### Education

Bachelor of Arts in Psychology, Minor in Communication May 2019  
The University of New Mexico (UNM), Albuquerque, NM 3.8 GPA

Relevant Coursework: Public Speaking, Nonverbal Communications, Social Psychology, Sales 101, Interpersonal Communications, Psychology of Money, Organizational Learning, Development. Learning & Memory, Psychology of Motivation

#### Professional Experience

Big Brothers Big Sisters of Central New Mexico Albuquerque, NM  
Volunteer Mentor aka "Big" August 2018-Present

- Developed and maintained strong, positive relationships with youth and their caregivers
- Designed and produced digital marketing campaign for outreach to UNM for Mentor 2.0 campaign
- Supported volunteer recruitment and outreach via social media marketing, increasing followers on Facebook, Instagram, and Twitter by 750%
- Maintained consistency, offered encouragement, and role modeled for each "little" while practicing good judgement and enforcing mature boundaries

LoboTHON Albuquerque, NM  
Marketing Chair 2017-2019

- Spearheaded print and social media marketing campaigns for 2018 and 2019 LoboTHON fundraising benefits for UNM Children's Hospital
- Designed promotional materials to increase awareness of LoboTHON and attendance at events
- Supervised a team of 7 in execution of tasks and determination of goals as well as ways to meet or beat individual and team goals
- Co-raised over \$150,000 in 2018 and over \$250,000 in 2019, with an attendance increase of 25% from 2018 to 2019
- Complied with state and federal regulations regarding donors' private information

Vinaigrette Albuquerque, NM  
Server 2017-Present

- Diffuse potentially volatile situations while providing excellent customer service
- Consistently outsold fellow servers by 25% each night earning 20% more gratuities on average
- Earned Server of the Month in August and December 2019

## Functional Resume Example

### Lucy Lobo

505-777-7777

[lucylobo@unm.edu](mailto:lucylobo@unm.edu)

#### RELEVANT QUALIFICATIONS

- Proven success building relationships with multiple stakeholders ranging from city councilors and the mayor to civil engineering technicians and construction workers.
- Outstanding decision-making and leadership skills with strong listening presence.
- Creative problem-solver, excellent organizational skills, and consistent adherence to deadlines.
- Expertise in math and physics with a unique ability to communicate ideas clearly.

#### EDUCATION

**Bachelor of Science in Civil Engineering**  
The University of New Mexico

Expected May 2021  
Albuquerque, NM

#### PROFESSIONAL ACCOMPLISHMENTS

##### Project Management and Leadership

- Co-led a team of six on simulation to analyze and present a revitalization plan for the ABQ Railyards Project; assessed environmental impact and risks.
- Spearheaded site analysis, planning, design, in preparation for construction phase one. Assisted squadron in medical evacuations; ability to be calm under great pressure.
- Liaised with multiple players, found solutions through sound research and extensive collaboration.
- Served as Team Leader of Medical Flight Staff for hundreds of special operations.

##### Communication and Organization

- Compiled and submitted list of necessary permit applications for ABQ Railyards Project, verifying compliance with city, state, and federal regulations.
- Performed survey of existing conditions of the structure to assess locations, reference points, grades, and elevations to assist in construction phase.
- Outstanding team player in medical military and academic settings.

##### Technical

- Proficiency in computer-aided design (CAD) software: Civil 3D, Microstation, and AutoCad.
- Familiarity with WaterCAD, Microsoft Project, zoning entitlements and the permit procurement process.
- Ability to work with maps, models, drawings, blueprints, reinforced concrete, and steel signs.

#### PROFESSIONAL EXPERIENCE

**ABQ Railyards Project Co-Lead**  
American Society for Civil Engineers, UNM Student Chapter

August 2019—Present

**Aerospace Medical Service Specialist**  
United States Air Force

2010—2018