
The Resume

Writing one that gets you noticed

Why is a resume so important? Because you could have all the right skills and accomplishments for a job or internship, but if you can't communicate them through your resume, you will not get the interview which could land you the position.

- There is no one way or right way to write a resume. You need to know what your industry is looking for. A resume for an engineering job will look quite a bit different than a resume for a graphic design job.
- Your resume may be the most important marketing document you will ever write. It's a *summary of accomplishments* and not a comprehensive history of your life.
- Most employers will spend no more than 20 seconds on your resume before deciding to keep it or toss it, so it needs to make a fantastic first impression.

General Things to Know & Quick Tips

- A resume should include: Header, Summary of Qualifications, Education, Experience, Extras
- As a college student, keep it to one page.
- Avoid using online templates.
- Don't use acronyms, like GFU, unless you spell it out first.
- Don't use a photo of yourself.
- Don't put "references available upon request."
- Avoid using pronouns like I, me, him, her, you (write in 3rd person, not 1st).
- Use the same verb tense throughout the document (except for your present position - in that case use present tense).

Format

- Select a font that is easy to read - Arial, Times New Roman, Garamond, Century Gothic. Use one font throughout the document.
- Use 10 to 12 point size, with bigger sizes for the headings and sub headings.
- Margins are typically 1" but you can adjust them to make your document fit on one page.
- Be consistent with spacing, dates, punctuation and order of information.
- Have some white space.

Header

- Include name, one phone number, one professional email, and URLs to LinkedIn and/or online portfolio.
- A physical address is no longer necessary.

Summary of Qualifications or Personal Mission Statement (optional/recommended)

- This is where you want to communicate your strongest points and showcase your personal brand. This is where you summarize your skills and experience so that an employer can quickly get a sense of who you are and what you have to offer.
- It can be a bulleted list or a short statement of no more than two sentences.

Example #1

- Highly-motivated self-starting individual and effective team member
- Exceptional communicator; experienced editor and presenter
- Able to effectively and simultaneously complete a wide variety of tasks
- Outstanding organizational skills and close attention to detail
- Highly proficient in Microsoft Word, Excel, PowerPoint and Photoshop

Example #2

- Innovative, team-oriented and results-driven individual with strong interpersonal and communication skills. Ability to apply marketing strategies with creative applications to reach and influence new audiences.

Education

- Write out George Fox University and the name of your degree: Bachelor of Arts, Marketing.
- Include your expected graduation month and year.
- Include your GPA if it's strong (generally above a 3.5).
- Include relevant courses and projects.
- Include study abroad semesters (not Juniors Abroad).
- Don't include your high school unless you're a freshman.

Experience

- If you have experience that is relevant to your career, you may want to have a "Relevant Experience" section and an "Additional Experience" section. If not, just have one section called "Experience."
- Highlight your title more prominently than the name of your company or organization. What you did is more important than who you did it for.
- Write two to four bullet points per experience (fewer is usually better unless you have some important things to communicate).
- Start with your most recent experience and work backwards.
- Experience includes paid and unpaid work -- internships, jobs, substantial volunteer projects/commitments and significant class projects.
- Focus on what you **accomplished** and not a laundry list of duties and responsibilities.
- Use strong, action-oriented verbs to start each bullet point (see attached list).
- Quantify as much as possible. Ask yourself: how many, how much, how often.
- Be as specific as possible and include a few details.
- Bullet point structure: Task (action verb), Action (what you did), and Results (what was accomplished, or how/why you did it).

Bullet Point Example:

Draft 1 - Waited tables. Opened and closed restaurant.

Draft 2 - Provided customer service to patrons of high-traffic cafe. Opened and closed restaurant.

Draft 3 - Provided quality customer service to patrons of high-traffic cafe, serving up to 100 patrons during busy lunch and dinner shifts. Developed loyal return clientele. Selected by manager over more experienced wait staff to open and close restaurant. Totaled up to \$200 in tips per shift.

Other Sections to Consider

- Campus Involvement or Leadership
- Skills (including foreign language proficiency and computer skills)
- Awards & Recognition

For Athletes

- Skills developed as a competitive athlete are likely to make you successful in your professional career.
- Possible transferrable skills: communication, time management, self-motivation, goal-oriented, ability to learn from criticism, detail-oriented, analytical.
- Include this information under Education, Experience or Leadership headings.
- Be sure to mention if you were/are captain, co-captain or received athletic or scholar-athlete awards.

Closing Thoughts

- Keep a master resume with all your jobs, internships, special courses and projects, etc. Add to your master resume after every semester to make sure that you are capturing everything.
- Customize your resume for each job you apply for. Do this by identifying key words in the job description and using those words throughout the document.
- Get someone else to proofread. Don't rely on spell check! Errors will make or break whether you get an interview.

Frankie Ferguson

fferguson16@georgefox.edu | 503.541.8667 | linkedin.com/in/frankieferguson

EDUCATION

George Fox University, Newberg OR

Expected May 2019

Bachelor of Arts, Finance

Relevant Coursework: Principles of Financial Accounting, Principles of Managerial Accounting, Business Finance, Intermediate Financial Management, Business Statistics,

PROJECT EXPERIENCE

George Fox University, Intermediate Financial Management, Professor Ryan Halley

Spring 2017

Research Paper: "*The Role of Monetary Policy*"

- Synthesized information from over 12 sources in LexisNexis and library archives to write a 20 page research paper over four months
- Presented findings to class of 40 students and three business professors

LEADERSHIP

Collegiate Athlete, George Fox Basketball Team, Newberg OR

Aug 2016-April 2017

- Liaised with coaching staff on an on-going basis and integrated team-building exercises to enhance team cohesiveness
- Led tours of athletic facilities to prospective athletes and their families, leading to an increased understanding of the Bruin Athletics program and number of enrolled recruits
- Learned and executed the policies and procedures governed by the NCAA , helping the University meet compliance guidelines

Rock Climbing Leader, George Fox Intramural Department, Newberg OR

Aug 2016-May 2017

- Motivated and coached climbers to meet individual goals
- Trained junior co-leaders and developed team-building and leadership activities, creating an effective and cohesive leadership team
- Led group and individual lessons, helping students build rock climbing skills and self-esteem

WORK EXPERIENCE

Reunion Worker, George Fox Office of Alumni Relations, Newberg OR

Sept 2016

- Guided George Fox alumnae in finding their respective events and answering questions, helping to ensure an exceptional reunion experience
- Overhauled reunion registration process, creating a more stream-lined and effective process for over 200 alumnae

Counter Worker, Newberg Bakery, Newberg OR

May-Aug 2016

- Provided fast, efficient, and courteous service to all patrons, serving up to 100 customers per shift
- Operated cash register by totaling bills, receiving payments, and distributing receipts, allowing manager to focus on higher-level tasks

SKILLS

Language: Spanish (Conversational)

Computer: Microsoft Excel, Word, PowerPoint (Intermediate)

Sally Sue McGregor

503.554.8627 * smcgregor17@georgefox.edu * linkedin.com/in/sallysuemcgregor

Qualifications

- Highly-motivated self-starting individual and effective team member
- Exceptional communicator; experienced editor and presenter
- Able to effectively and simultaneously complete a wide variety of tasks
- Outstanding organizational skills and close attention to detail
- Highly proficient in Microsoft Word, Excel, PowerPoint, Outlook, and Photoshop

Education

Bachelor of Arts in Organizational Communication, George Fox University, Newberg OR *Expected: April 2018*

- GPA - 3.8
- *Relevant Coursework:* Persuasive Communication, Small Group Communication, Advanced Organizational Communication, Principles of Marketing, Professional Writing, Social Media, Graphic Design for Non-Majors

Experience

Publications Coordinator, Mission to Unreached Peoples, Newberg OR *Sept 2016 – April 2017*

- Wrote and designed newsletters using InDesign and Photoshop, increasing brand awareness and donations
- Assisted in developing and supporting fundraising programs and print collateral while maintaining accurate donor records using Denari Client Management
- Scheduled the distribution of publications and international correspondence to achieve maximum impact

Team Member, Social Venture Competition, George Fox University, Newberg OR *Jan 2017 – April 2017*

- Designed and facilitated the creation of a socially-aware business including preparation of financial statements, product development, marketing and advertising, human resources development, and initial funding sources
- Presented business plan to a group of 100+ judges from throughout the Northwest
- Awarded Third Place outstanding business plan out of 25 teams

Human Resources Intern, George Fox Human Resources Department, Newberg OR *Sept 2016 – Dec 2016*

- Interacted with a broad range of HR functions to increase the number of student workers on campus by 10% in one semester
- Assisted the director on four significant projects that increased the speed of new employee onboarding

Marketing Intern, George Fox University Bon Appetite, Newberg OR *Jan 2016-April 2016*

- Thoroughly researched customer demographics for this on-campus food-service provider
- Analyzed current marketing situation and developed plan that increased number of students dining on campus by 20% over one semester
- Demonstrated problem-solving, teamwork, project management, written communication and oral presentation skills that helped increase revenue by \$10,000 in one semester

Skills & Interests

Writing, print design, Excel

Fluent in French

Enjoys golf, tennis and fusion cooking

Betty Sully

bsully15@georgefox.edu | 503.541.2749 | linkedin.com/in/bettysully

PROFESSIONAL SUMMARY

Innovative, team-oriented and results-driven individual with strong interpersonal and communication skills. Ability to apply marketing strategies with creative applications to reach and influence new audiences.

EDUCATION

George Fox University, Newberg OR

Bachelor of Arts, Marketing (Expected April 2018)

Related Coursework: Consumer Behavior, Digital Marketing, Marketing Communications, Intro to Public Relations, Social Media, Professional Writing, Marketing Research & Strategy, Persuasive Communication

RELATED EXPERIENCE

Marketing & Public Relations Manager, Acapella Choir, George Fox, Newberg OR | Jan 2017 – April 2017

- Oversaw all marketing, public relations, and media outreach for acappella singing group
- Delivered 10% increase from previous year in concert ticket and CD sales through new marketing efforts
- Wrote and distributed marketing materials and press releases; served as liaison to reporters; increased number of articles from 5 to 10 from pervious concert season
- Coordinated appearances at Portland-area radio and television stations, significantly increasing visibility
- Secured in-kind donations of nearly \$5,000 for events and CD release parties
- Created brochures, flyers, and e-postcards promoting upcoming events and concerts using InDesign and PhotoShop

ADDITIONAL EXPERIENCE

Captain, George Fox Varsity Women's Soccer Team, Newberg OR | Aug 2016 – Nov 2016

- Led 28-member team during practices, games, and tournaments; provided mentorship, encouragement, and positive role model
- Liaised with coaching staff to address issues of team cohesiveness; mediated conflicts
- Achieved 100% attendance at practices and games for two consecutive years
- Scouted high school talent; led tours of campus and athletic facilities for prospective students
- Assisted coaches with players' stretching, conditioning, and nutrition guidance resulting in fewer reported injuries

Phonathon Caller, George Fox Office of Advancement, Newberg OR | Jan 2016 – April 2016

- Called nearly 100 alumnae and parents per month to update them on current events at George Fox and to encourage them to financially support the college and upcoming initiatives
- Brought in over \$10,000 in donations each month

Server, Jac's, Newberg OR | Summer 2016

- Delivered exceptional customer service in high-traffic cafe; served 25+ customers hourly
- Developed loyal return clientele
- Selected by manager over more experienced staff to open and close cafe

SKILLS

InDesign, Adobe PhotoShop and Illustrator, Microsoft Office; Social Media; Photography



List of Action Verbs for Resumes and Professional Profiles

Management / Leadership Skills

Administered	Contracted	Eliminated	Headed	Inspected	Overhauled	Restored
Analyzed	Controlled	Emphasized	Hired	Instituted	Oversaw	Reviewed
Appointed	Converted	Enforced	Hosted	Led	Presided	Scheduled
Approved	Coordinated	Enhanced	Improved	Managed	Prioritized	Streamlined
Chaired	Delegated	Established	Incorporated	Merged	Produced	Strengthened
Considered	Developed	Executed	Increased	Motivated	Recommended	Supervised
Consolidated	Directed	Generated	Initiated	Originated	Reorganized	

Communication / People Skills

Addressed	Composed	Developed	Incorporated	Mediated	Reconciled	Summarized
Advertised	Condensed	Discussed	Influenced	Moderated	Recruited	Translated
Arranged	Consulted	Drafted	Interacted	Negotiated	Referred	
Articulated	Contacted	Edited	Interpreted	Persuaded	Reinforced	
Authored	Conveyed	Elicited	Interviewed	Presented	Resolved	
Clarified	Convinced	Enlisted	Lectured	Promoted	Respond	
Collaborated	Corresponded	Explained	Listened	Proposed	Specified	
Communicated	Described	Formulated	Marketed	Publicized	Suggested	

Research Skills

Analyzed	Critiqued	Examined	Gathered	Investigated	Researched	Systematized
Asserted	Detected	Experimented	Identified	Located	Searched	Tested
Clarified	Determined	Explored	Inspected	Measured	Solved	
Collected	Diagnosed	Extracted	Interpreted	Outlined	Summarized	
Compared	Documented	Extrapolated	Interviewed	Organized	Surveyed	
Conducted	Evaluated	Formulated	Invented	Reported	Synthesized	

Technical Skills

Adapted	Conserved	Determined	Installed	Programmed	Restored	Upgraded
Assembled	Constructed	Developed	Maintained	Rectified	Solved	Utilized
Built	Converted	Engineered	Operated	Remodeled	Specialized	
Calculated	Debugged	Fabricated	Overhauled	Repaired	Standardized	
Computed	Designed	Fortified	Printed	Replaced	Studied	

Teaching Skills

Adapted	Conducted	Encouraged	Guided	Individualized	Persuaded	Tested
Advised	Coordinated	Evaluated	Individualized	Informed	Set Goals	Trained
Clarified	Critiqued	Explained	Informed	Instilled	Simulated	Transmitted
Coached	Developed	Facilitated	Instilled	Instructed	Stimulated	Tutored
Communicated	Enabled	Focused	Instructed	Motivated	Taught	

Financial / Data Skills

Administered	Appraised	Calculated	Developed	Marketed	Projected	Retrieved
Adjusted	Assessed	Computed	Estimated	Measured	Reconciled	
Allocated	Audited	Conserved	Forecasted	Planned	Reduced	
Analyzed	Balanced	Determined	Managed	Programmed	Researched	

Creative Skills

Acted	Condensed	Directed	Fashioned	Instituted	Modified	Revised
Adapted	Created	Displayed	Formulated	Integrated	Originated	Revitalized
Began	Customized	Drew	Founded	Introduced	Performed	Shaped
Combined	Designed	Entertained	Illustrated	Invented	Photographed	Solved
Conceptualized	Developed	Established	Initiated	Modeled	Planned	Immersed

Helping Skills

Adapted	Assessed	Contributed	Educated	Furthered	Motivated	Resolved
Advocated	Assisted	Cooperated	Encouraged	Guided	Provided	Simplified
Aided	Cared For	Counseled	Ensured	Helped	Referred	Supplied
Answered	Coached	Demonstrated	Facilitated	Insured	Rehabilitated	Supported
Arranged	Collaborated	Diagnosed	Familiarized	Intervened	Presented	Volunteered

Organizational /Detail Skills

Approved	Collected	Implemented	Operated	Recorded	Screened	Validated
Arranged	Compiled	Incorporated	Ordered	Registered	Set Up	Verified
Cataloged	Corresponded	Inspected	Organized	Reserved	Submitted	Documented
Categorized	Distributed	Logged	Prepared	Responded	Supplied	
Charted	Executed	Maintained	Processed	Reviewed	Standardized	
Classified	Filed	Monitored	Provided	Routed	Systemized	
Coded	Generated	Obtained	Purchased	Scheduled	Updated	

IDEA Center

503 554 2330

idea@georgefox.edu

idea.georgefox.edu