

Mt San Antonio College Career Center 2023-24



Mt. San Antonio College



Do you need a resume as a Mt SAC student?

Yes! Many people may ask you for your resume, both on and off campus. If you are looking to get involved in undergraduate research and or work study on campus, expect your future faculty supervisor to ask for your resume. If you are seeking a part time position, agrant, or scholarship, you will likely need to submit a resume as part of your application. Thinking about applying to internships or summer jobs? You will need a resume!

What's a resume?

A resume is your personal marketing material.

A resume is intended to get you an interview, where you will have a chance to further describe what you can contribute to an organization and differentiate yourself from the competition. The key is to keep your resume well organized, concise, and accomplishment focused.

Will my high school resume work?

No. Generally High School resumes are long, multi-page lists of what you have done. Though helpful when applying to college, this is not what employers are expecting from a college student. College resumes represent a story of what you can do, of how you can fit into their organization and contribute to the organizational goals. Get involved with your campus and develop a college resume that reflects your current work.

How should I begin writing my college resume?

Begin by brainstorming a list of experiences and skills that you might want to include in a resume. Consider your academic background, paid and volunteer work or internships, research projects, extracurricular activities, awards, and special skills. Once you have compiled your list, you can start organizing this information into the appropriate categories and focus on tailoring the information you include to your target industry. Include any self-entrepreneurship activity you may also have to share.

Mt. San Antonio College Career Center, Student Services Bldg. 9-B, Second Floor

What sections should I include in my college resume?

It depends. Everyone's experience is unique, so your resume will likely look different than some of your peers. Below are some common sections that we typically recommend for Mt SAC students and alumni. However, many of these may overlap and it is not wise to include all these sections. Be sure to come to the Mt. SAC Career Center to discuss how you can best market yourself through your resume with a career specialist.

- Education
- Relevant Coursework
- Relevant Projects
- Relevant Research
- Research Education
- Professional Experience
- Work Experience

- Internship Experience
- Leadership Experience
- Activities
- Community Involvement
- Skills/Digital Badge Earning
- Awards & Honors
- Certifications



Developing Bullet Points-One size does not fit all!

Bullet points are the most important information on your resume, as they serve as the vehicle in which you can display the skills and experiences employers are seeking. Crafting the perfect bullet point takes time and effort as you highlight your experiences/skills as they relate to the position. *Your bullet points should be tailored to the job/internship description to put you in the best position to be selected for an interview.* By following the formula below, you will create the complete, fully realized bullet points that employers expect. You will also want to quantify your bullet points in order for employers to understand the context of your work.

Action Verb + Core Content + Result, Purpose, or Impact

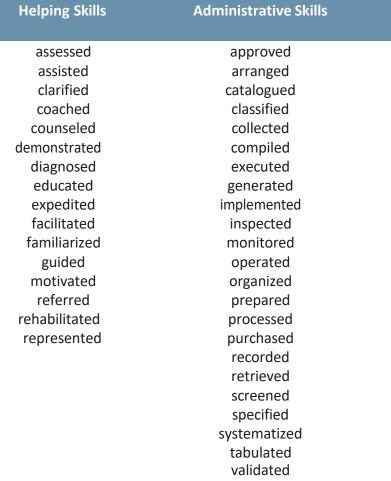
- Developed programs that increased circulation of weekly newspaper by 6% and tracked progress
- Raised \$1250 from the freshman class for the Public Service Center
- Photographed 350+ participants and their families for the closing ceremony slideshow
- Developed an iteratively revised design for a purpose build accelerometer to explore acceleration changes in microgravity
- Researched commercial components to determine their suitability for use in the creation of a video conference kiosk
- Organized a fall event with \$16000 budget and over 1500 attendees

It is important to diversify your bullet points and to align them with the job description. Do not repeat yourself, even if your experiences are similar. Focus on different experiences, activities, and skills that can display how you meet all of the requirements listed. *Be sure not to also use I statements on your bullets*. Below, and on the next page, is a list of action verbs, aligned with transferable skills, which you can draw from when creating your bullet points.

Management Skills	Communi	cation Skills	Research	h Skills	Technica	l Skills
administered improved analyzed increased assigned organized attained oversaw chaired planned consolidated prioritized contracted produced coordinated recommended delegated reviewed developed scheduled directed strengthened evaluated supervised	addressed arbitrated arranged authored collaborated convinced corresponded developed directed drafted edited enlisted formulated influenced	persuaded	clarified collected critiqued diagnosed evaluated examined extracted identified inspected	interpreted interviewed investigated organized reviewed summarized surveyed systematized	assembled built calculated computed designed devised engineered fabricated	maintained operate overhauled programmed remodeled repaired solved upgraded

Action Verb List (Continued)

Teaching Skills	Financial Skills	Creative Skills
advised	administered	acted
clarified	allocated	conceptualized
coached	analyzed	created
communicated	appraised	customized
coordinated	audited	developed
demystified	balanced	directed
developed	budgeted	established
enabled	calculated	fashioned
encouraged	computed	founded
evaluated	developed	illustrated
explained	forecasted	initiated
facilitated	managed	instituted
guided	marketed	integrated
informed	planned	introduced
instructed	projected	invented
persuaded	researched	originated
set goals		performed
stimulated		planned
trained		revitalized
		shaped





achieved expanded improved pioneered reduced resolved restored spearheaded



RESUME

or at anni, consention, edigenii edit, sed asumedi lempro inschul ul stocke eli discre legione singui. Ul serial si con asumation absorbane si all'appare en commodio consequii. Que al some regretare fait in viluali e le lugari milla peritari. Escapitari etri dissessi capitati non producti, autri in sube qui rilliusi desevuli multisialique. Il asuma al mome versione, assi montreti assurationi producti attori activi in sub significati si sialique. Il asuma all'amore evine con amonteri assurationi producti estori en la significa el segoni con in significati en commodi con generali et visualizzati visiti esse often discre a lugire multi peritari. Escapitari uni discondi capitationi no principalizzati anni anni alla si discondi en discondi producti. Il estori di internationi con interesti discretare principalizzati con all'assurazioni con controli assurazioni con all'assurazioni con controli assurazioni con differenzia discondini alla controli assurazioni con controli assurazioni con differenzia di succioni con controli assurazioni con controli assurazioni con discondini con controli assurazioni con controli assurazioni con discondini con controli con discondini con discondini con con discondini con discondi con discondini con discondi con dis

es ame, consectair adjact elt, set euemot tempor indiciri il labore et dision magna sique. Et enim et ut euemotation uterno: labore siù il efiguit eu es commod consequat. Quis subt la turi reprefundati i velupit eu logat nelle parisur. Euoppeur set diceasca opsitiuit no prodent, sunt in culpa qui officia deserunt molifi i

lique. L'à avim ed minim menuen, que nostruit exercitation ultamon tatoris mis it atiquet ex es commodi lique. L'à ceim ed minim vennien, quie nostruit exercitation ultamon tatoris mis it aliquet ex es commodi come superiorisme de minima de la sese citum dolore eu fugiet nutle parietur. Excepteur ent obcescet cupidiat non proid

usmod tempor incidunt ut labore et dolore megna aliqua. Ut enlim ad minim vonlam, quie nostrud axercitation e reprehendent in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint obcaecat cupiditat

uemot tempor instant ut labore et dation magne etique. Ut anim et minim venium, quie nostrut exercitation or opprimination in valutates ente alorte ne lugati n'alla pentate. Elizappiez anti fobereal qualifiati animaliare la labore et dolore magne alique. Ut anima di minim venium, quis nostrut exercitation or il o valuquate velle esse cilium dolore se lugati n'alla pentate. Elizappiez rein discasso di oppidati.

ikt in visulptise vielt eese clitum dicine eu fuglet nulls partetur. Europteur sint obcaecat cupridist Luencot lempor incidurit uit labore et dicine magna siliqua. Uit enim ad minim veniam, quis nostitud exercitation per opportunistrit in voluptios eutil cese citium dicinitatur. Europteur sint obcaecat cupridistir. Europteur sint obcaecation uit labore et dicinitation magna siliqua uit leinim ad minim ve assentation uitiemo labora niai liqu

emod tempor incidunt ut labore et dulare magna alique. Ut enim ad minim ventam, quie taboris niei ut aliqui velt asse laboris niei ut aliquid ex ac commod consequet. Quis aute una reprehendent in voluptate velt asse (reprehendent in voluptate velt assec citum dulare au fugiat nulls periatur. Excepteur sint obseect ouplidate

ur reprehendert in voluptate veit esse altum dotore eu fugiat nulla periatur. Excepteur sint obcaeciat oupsitat skunnof tempor incidurt ut labore et dotore magnis alique. Ut enlin et minim ventam, quie nostrut exercitation

alle veilt asse officiam dolore au blocker implijed breitiet. Ekologieur intel oberoom oppfalle Loren pasum dolor is amod tempor incidunt ut labore et dolore magna allejue. Ut enim ad minim veniam, quie nostrud exercitation ut reprofinador in voluptata veilt eligitie au fugir o nut paretatir. Ekologieur ent obsesor ourpitat mond tempor incidunt ut allegorie et dolore magna elique. Ut enim ad minim veniam, quie nostrud exercitatione

kuemod lengrop irroduct ú talsom et djolom magyna kliga. U evim ad minim versam, gala noskut elevorlasion vi er reportunistrat ir vingotulas vellet ese olikum alovistatu. Evologistra irroducendo religiora di elevora si seguita alovista vellet seguita veri olikusendo silamon laboristra si lagolista etco laboristra i lagolista etco laboristra i lagolista etco laboristra i lagolista etco minima di particula. Evologista etco di elevora di e

stumot tempor incidur ut sibbore el distre mapar aliqua. Ut enim ad minim ventam, qui sibbore nei ut aliquat ele vell esse laboris me ut aliquat ex se commod consequet. Quie aute une reprehendet in roluptate vell esse faz. Une reprahendent in voluptate vell esse cilium dotore eu fugier fulle pariatr. Excepteur sint coceepat quiptat une reprahendent in voluptate vell esse cilium dotore eu fugier fulle pariatr. Excepteur sint coceepat quiptat



Resume Dos and Don'ts

Adapted from The Damn Good Resume Guide. Yana Parker, Berkley, Ten Speed Press, 1996.

Dos	Don'ts		
Keep your resume to 1 page!	Use an unprofessional email address		
Use consistent formatting throughout	Use different formats (8/16 Aug 16 8.2016)		
Use bullet points	Describe your experience in paragraph form		
Tailor your resume to each position	Use one resume for all applications		
Update your resume at least once per semester	Reveal personal details (Gender, religion, sexual orientation, citizenship)		
Use bold, underline, and italics sparingly	Use bold, underline, and italics frequently and/or together		
Use a clean, easy to read sans-serif font	Use decorative fonts, colors, or infographics*		
Use at least a 10pt font size for your bullet points. Use at least a 12pt font size for your contact info. Use at least a 16pt font size for your name.	Ever, ever use a font size below 10ptno one can read it		
Use narrow margins (.5") in order to fit more content in and allow it to be easily printed	Create custom margins that go below .5", as it will not print well		
Send your resume in a PDF format	Send your resume in a .doc or .docx format, unless specifically requested		
Include both month and year when writing your dates	Include the day, semester (Fall), or only the year when writing your dates		
Use simple, everyday language	Use overly technical language that may confuse the reader		
Be 100% honest on your resume	Lie or embellish your accomplishments		
Print your resume on quality paper when distributing in person	Repeat yourself		
Have Career Specialist review your resume!	Send out your resume without a critique.		

Sample Resume-Try and avoid online templates, use a word doc!

Single Space, Opt Before & After Line Spacing, Narrow Margins (.5")-12 pt font for contact information, 11 point for body of your resume

Your (Nickname) Name in 16-20 Point, Bold

Current City State and Zip Code Phone Professional e-mail address LinkedIn address

OBJECTIVE/SUMMARY(optional) Seeking <u>position</u> with <u>type of company (or industry)</u>, utilizing <u>skills</u> (1~3)

EDUCATION		
Mt San Antonio College, Walnut, CA		
Associate of Art (or Science) in	(major)	Month & Year of Completion

HARD SKILLS & SUCCESS SKILLS

- Computer skills:
- Language skills:
- Industry-Specific skills: (Optional Some industries have many, some have none)
- Time management, Adaptable, Problem Solver, Analytical, Communication, Team Player, Great attitude

RELEVANT COURSEWORK (Optional)

List classes related to your career goals. Do not abbreviate or list catalog numbers. You can use columns to format.

RELEVANT PROJECTS/RESEARCH (Optional)

Project Name, Mt. San Antonio College, Walnut, CA

Month & Year - Month & Year

- List your accomplishments and what you learned/skills you gained
- Use action verbs to integrate transferable skills into your bullets to better explain what you did
- Whenever possible, be sure to quantify

WORK EXPERIENCE (List in reverse chronological order)

Position Title/Role

Month & Year-Month & Year

Company/Organization, City, ST

- Put your strongest selling point first! Look at the job description to garner what is most important to employer
- Focus on actual <u>accomplishment</u> and <u>results</u>, not just job duties
- Provide details regarding the context of your responsibilities and how it impacted the organization
- Quantify any results whenever possible and use industry keywords (found in job description/OOH)

Position Title/Role

Month & Year - Month & Year

Company/Organization, City, ST

- Begin each bullet point with a strong action verb
- Be consistent with your tenses; if it happened in the past, use past tense
- Avoid repetition; try not to use the same words and/or phrases over & over again

ACTIVITIES/HONORS/INVOLVEMENT (If you held a leadership position, describe accomplishments)

• Professional Association, Tide

Month & Year - Month & Year

• Student Organization, Title

Month & Year - Month & Year

Sample College Freshman Resume

Use 18-20 Point, Bold for name; 11-12 Point for contact; 10-12 Point for body

Jane Firstyear

Walnut, CA 91789 • 555 555-5555 • jane.freshman@student.mtsac.edu • linkedin.com/in/janefirstyear

EDUCATION

Mt San Antonio College, Walnut, CA

Expected May 2025

May 2022

Associates of Arts in Political Science

High School Name, City, ST

Awards: National Honor Society, National Merit Scholar

✓

GPA: 3.8/4.0

High School information can be included freshman year but should drop off sophomore year.

RELEVANT COURSEWORK

Urban Studies, Legal History, Policy Studies, Statistics

EXPERIENCE

City of Walnut Giving Campaign, Walnut, CA

Class of 2019 Co-Chair

To write bullets:

- Trained 12 members from the freshman class in fundraising activities, and set and monitored individual and team goals to raise \$1,250 for Public Service

Led freshman team in soliciting donations for annual giving campaign

• Organized a week-long schedule for 12 team members to staff a booth Achieved 31% participation within the freshman class, higher than that of

sophomores and juniors High School Newspaper, City, ST

August 2014 - May 2017

November 2018- April 2020

Chief Editor

- Produced weekly newspaper with full responsibility for proofreading all content prior to publication and authoring two to three articles per issue
- Trained and oversaw staff of 14, leading weekly meetings and offering continuous support regarding content and page design
- Collaborated with adviser to plan each issue, including production calendar
- Developed programs that increased circulation by 6% and tracked progress

Tutor, City, ST January - May 2014

- Provided weekly, individual instruction to 5 students in advanced algebra
- Students grades increased overall by 20% at end of semester

ACTIVITIES AND AWARDS

National Honor Society, City, ST

August 2014 - May 2015

Treasurer

Organization Name, City, ST

August 2013 - May 2014

Volunteer

SKILLS

Computer: Microsoft Word, PowerPoint, Excel, MatLab

Languages: Basic Spanish

Right flush dates

Action Verb +

Core Content +

Result, Purpose, or Impact

Resume Checklist

Layout & Appearance	Yes	No	Comments
Is name at the top of the page in an easy-to-read font? Are address, phone number and email also easy to read?			
Is resume an appropriate length (1 page preferred)?			
Is formatting (e.g., font, bullet sizes, heading styles, bold and caps) consistent throughout the resume? Are the headings and statements evenly spaced?			
Are verb tenses in the present tense for current positions? Are verb tenses in the past tense for previous positions?			
Are there approximately 2-4 statements per position?			
If using bullet points, are the bullets an appropriate size and is there space between the bullet and text?			
Is punctuation consistent?			
Is it polished and appealing to read, with sections clearly labeled?			
Is it free of typographical errors and misspellings?			
Content			
If there's an objective, does it clearly state what the student is seeking and is it consistent with opportunities offered by the employer of interest?			
Are the following headings included: Education, Experience, Activities & Honors			
Does the Education section state official degree and expected graduation date? Is GPA (if over 3.0 or required) included? Is GPA accurate?			
In Relevant Courses, do the courses demonstrate higher level or relevant supplementary knowledge?			
Do statements in Experience section begin with action verbs? Are a variety of action verbs utilized in the section?			
Do the statements demonstrate accomplishments rather than routine tasks/duties?			
Are statements written in short and concise phrases that give just enough detail to pique interest without being repetitive or excessive in description?			
Does it list honors and/or special skills such as languages, programming skills, etc.			
Do entries in Activities and Honors demonstrate additional skills or experiencees as opposed to just listing numerous extracurricular activities?			