

RESUME GUIDE

**Mt San Antonio
College Career
Center
2023-24**





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, a grant, 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		Communication Skills		Research Skills		Technical Skills	
administered	improved	addressed	interpreted	clarified	interpreted	assembled	maintained
analyzed	increased	arbitrated	lectured	collected	interviewed	built	operate
assigned	organized	arranged	mediated	critiqued	investigated	calculated	overhauled
attained	oversaw	authored	moderated	diagnosed	organized	computed	programmed
chaired	planned	collaborated	negotiated	evaluated	reviewed	designed	remodeled
consolidated	prioritized	convinced	persuaded	examined	summarized	devised	repaired
contracted	produced	corresponded	promoted	extracted	surveyed	engineered	solved
coordinated	recommended	developed	publicized	identified	systematized	fabricated	upgraded
delegated	reviewed	directed	reconciled	inspected			
developed	scheduled	drafted	recruited				
directed	strengthened	edited	spoke				
evaluated	supervised	enlisted	translated				
executed		formulated	wrote				
		influenced					

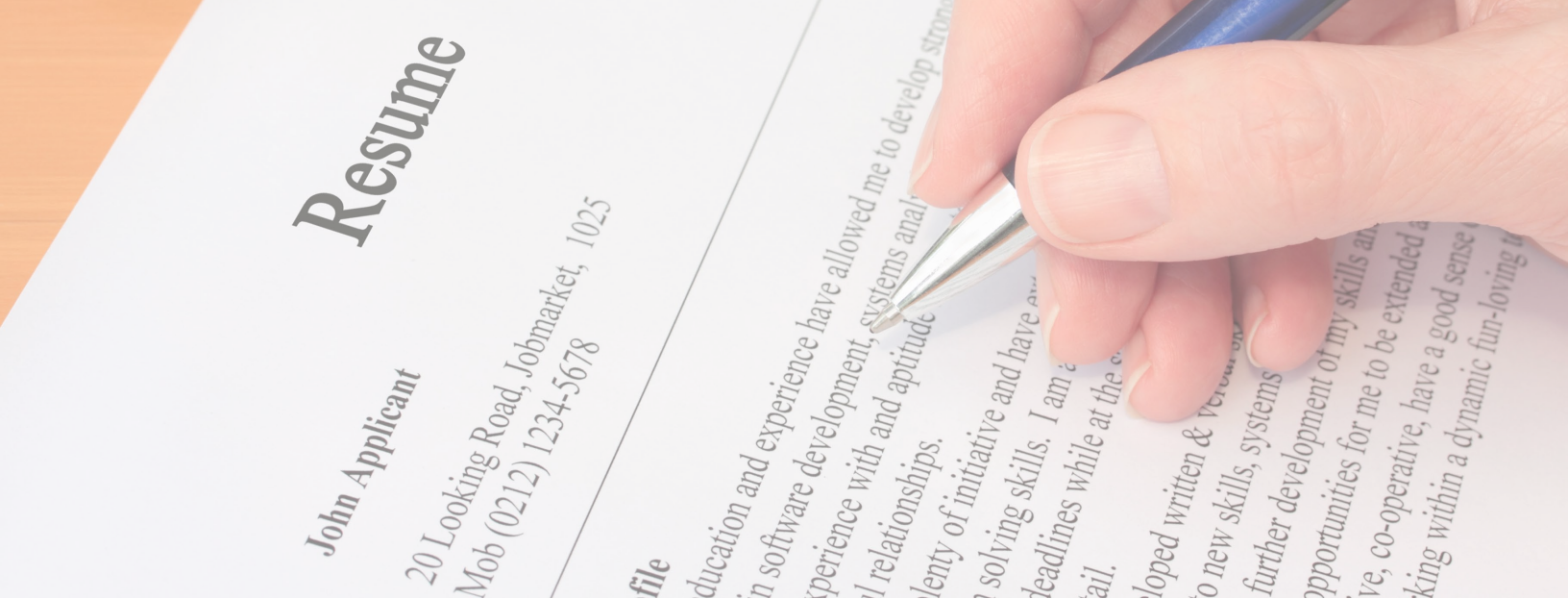
Action Verb List (Continued)

Teaching Skills	Financial Skills	Creative Skills
advised clarified coached communicated coordinated demystified developed enabled encouraged evaluated explained facilitated guided informed instructed persuaded set goals stimulated trained	administered allocated analyzed appraised audited balanced budgeted calculated computed developed forecasted managed marketed planned projected researched	acted conceptualized created customized developed directed established fashioned founded illustrated initiated instituted integrated introduced invented originated performed planned revitalized shaped
Helping Skills	Administrative Skills	More Verbs for Accomplishments
assessed assisted clarified coached counseled demonstrated diagnosed educated expedited facilitated familiarized guided motivated referred rehabilitated represented	approved arranged catalogued classified collected compiled executed generated implemented inspected monitored operated organized prepared processed purchased recorded retrieved screened specified systematized tabulated validated	achieved expanded improved pioneered reduced resolved restored spearheaded



RESUME

[illegible]



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 10pt....no 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.

*Unless you are going into graphic design or a creative field

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 position with type of company (or industry), utilizing skills
{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 accomplishment and results, 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](https://www.linkedin.com/in/janefirstyear)

EDUCATION

Mt San Antonio College, Walnut, CA
Associates of Arts in Political Science

Expected May 2025

High School Name, City, ST

May 2022

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

November 2018- April 2020

Class of 2019 Co-Chair

- Led freshman team in soliciting donations for annual giving campaign
- 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 Center
- 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

To write bullets:
Action Verb +
Core Content +
Result, Purpose,
or Impact

High School Newspaper, City, ST

August 2014 - May 2017

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

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dates

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

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 experiences as opposed to just listing numerous extracurricular activities?			