

Top Ten Resume Suggestions

1. Tailor your resume to fit the mission, values, and job description of the organization.

Mission and values information are usually posted on the company's website. This information, along with the job description is helpful when drafting both a resume and cover letter.

2. Resume is typically one page in length.

It is only in rare circumstances that a recent college graduate would have a resume more than one page in length. Whether one page or two, it is most important that your resume be informative and visually appealing.

3. Feature your "best" information first.

Make sure that under every heading you put the job with the greatest amount of responsibility first. For example, if you were a salesperson, you would want to feature the fact that you were Employee of the Month before the fact that you assisted customers.

4. Use short descriptions of job accomplishments or skills.

Use short, dynamic phrases. Use language that is specific, descriptive, and persuasive.

5. Use action verbs.

Instead of "I did...I was...I am..." begin sentences with action verbs such as "initiated," "created," "supervised," "edited," etc. Focus on highlighting your accomplishments.

6. Keep resume free of "filler."

Typically, don't include information about high school or high school achievements. One exception is if you are an education major and applying for a position in the district in which you graduated; another would be if you were senior class valedictorian. Do include volunteer, leadership positions, and senior projects.

7. Stay away from abbreviations.

Only abbreviate states, such as MN. Use industry jargon and acronyms only if you are confident the reader will understand it.

8. Make sure the layout of your resume is clear, easy to read, and consistent.

Watch to see that you are consistent with the order and placement of the information. If you put your title first, then the organization's name, the city and state, and finally the date you worked there, make sure that you put this information in the same order for every entry.

9. Check for spelling, grammar, or punctuation errors.

Use 1-inch margins and a font size of 10-points or more.

10. Finish with a professional look.

Use quality paper and a good laser printer. Paper color should be conservative, such as white, off-white, or pale gray. Envelopes should be typed and match your resume color. Have someone proof it once more before the final printing. If sending via e-mail, save the file as a pdf so that your reader will see it just as you left it when they open it.

First & Last Name

3900 Bethel Drive • St. Paul, Minnesota • 55112 • 651-638-0000 • student@bethel.edu

EDUCATION

Bachelor of Arts in Sociocultural Studies

Expected: May 2012

Bethel University, St. Paul, MN

RELATED EXPERIENCE

Intern

February to May 2012

Neighborhood Residence

St. Paul, MN

- ◆ Mentored and modeled behavior through play with preschool-age children
- ◆ Led a small group of English language learners
- ◆ Engaged in community life by participating in "Food for Friends" meal program
- ◆ Observed and conducted client intakes
- ◆ Organized a campus/community-wide food drive; recruited volunteers, set goals, made contacts, led a team

Resident Assistant

September 2010 to May 2011

Bethel University

St. Paul, MN

- ◆ Provided counseling, mediation, and friendship for 30 freshman and 10 sophomore women
- ◆ Coordinated large group (250 people) and small group (30) educational activities and social events
- ◆ Developed time management, prioritization, and team-building skills
- ◆ Assessed spiritual, social, educational and physical needs of residents; encouraged, confronted, redirected

Program Coordinator

September 2009 to May 2010

ACR Homes

St. Paul, MN

- ◆ Assisted developmentally disabled residents in decision-making, appropriate behavior, and daily life skills
- ◆ Exercised client agenda when choosing and planning activities
- ◆ Developed strong skills in anger management, conflict resolution, and attention diversion

Volunteer Youth Leader

2008 – 2009

Hope Church

St. Paul, MN

- ◆ Facilitated group discussion and mentored a group of 6 junior high students
- ◆ Prepared and taught Sunday School lessons to 20 junior high students weekly
- ◆ Built open relationships with students through weekly meetings, events, and retreats

WORK EXPERIENCE

Hostess/Server

June 2009 to June 2010

Perkins Restaurant

Anoka, MN

Personal Care Attendant

Summer 2009

Allied Health Services

Anoka, MN

Dining Center Employee

September 2008 to May 2009

Bethel University

St. Paul, MN

CROSS CULTURAL EXPERIENCE

Youth Advisor

June 2010 to August 2011

Teen Ministries

Cape Coast, Ghana

- ◆ Led and directed two small groups of teenage students
- ◆ Interacted with nationals through drama and conversation
- ◆ Promoted Team unity and optimistic spirit in challenging living conditions and circumstances
- ◆ Gained cross-cultural sensitivity through the experience of living in a different culture

First & Last Name

Temporary Address until May 24:

3900 Bethel Drive
St. Paul, Minnesota 55112
651-638-0000
student@bethel.edu

Permanent Address after May 24:

1340 ABC Drive
St. Paul, Minnesota 54360
651-000-0000

OBJECTIVE

To obtain the position of Public Relations Assistant with E-Vents Corporation

EDUCATION

Bachelor of Arts in Philosophy, BETHEL UNIVERSITY, ST. PAUL, MN
Minors in Communication Studies and Psychology

Graduation: May 2012

RELATED COURSES:

Media Communication	Advanced Public Speaking
Group Communication	Organizational Communication
Ethics: Theory & Practice	Social & Political Philosophy

SUMMARY OF QUALIFICATIONS

- Implemented and organized 20 events serving 1000+ constituents
- Created a marketing campaign to advertise events which included weekly event and advertising displays
- Effectively dealt with stressful situations while working with a diverse staff of peers
- Worked collaboratively with supervisors and team members in four different roles

RELATED EXPERIENCE

Director of Clubs, BETHEL STUDENT ASSOCIATION, ST. PAUL, MN

Fall 2011 - Present

- Assist the Student Body Vice President to coordinate and conduct informational semi-annual meetings with campus club leaders and advisors
- Connect with internal and external constituents to promote the goals of the organization
- Maintain and manage database contact system for club leadership and advisors
- Ensure that the "Clubs and Organizations" website is maintained with up-to-date Information in order to effectively communicate with students
- Create and produce weekly display posters to advertise for campus club events

WORK EXPERIENCE

Teaching Assistant, PHILOSOPHY DEPT, BETHEL UNIVERSITY, ST. PAUL, MN

Fall 2010 - Spring 2011

- Created an organizational system to effectively manage departmental class lectures
- Graded, cataloged, and sorted student assignments while providing constructive feedback
- Planned class discussion questions and facilitated some class discussion

Office Assistant, BOOKS A' LOT, FRIDLEY, MN

Fall 2009 - Fall 2010

- Answered phone inquires and directed customer questions to appropriate departments
- Arranged and organized client appreciation events, including creating the promotional materials and scheduling vendor operations
- Maintained client information database and provided organized and thorough weekly updates to director

Objective

To obtain an entry-level marketing position with ABC Company, utilizing strong leadership skills

Education

Bachelor of Arts in Business, Emphasis in Marketing

Expected Completion: May 2012

Bethel University, St. Paul, MN

Minor in Psychology

Skills

- Extensive leadership experience resulting in stronger team and individual performance
- Strong written, oral, and interpersonal communication skills as shown through marketing internship
- Highly effective critical thinker and team member developed by three years retail sales experience
- Expert knowledge of Microsoft Word, Excel and PowerPoint

Related Experience

Marketing Intern

September 2011 - Present

Greater Twin Cities Charity Events LLC., Minneapolis, MN

- Gather information, prepare documentation, and research local fund raising events and companies to use for preparing the quarterly newsletter
- Assist in the research of marketing trends, including increasing the volunteer participants
- Organize volunteer data information and contact prospective volunteer applicants, resulting in an increase of total volunteers by 15%
- Contact volunteer coordinators of Fortune 500 companies and discuss ways to fulfill marketing needs for charity events
- Identify and develop volunteer retention strategies by conducting research analysis of the various Twin Cities volunteer programs

Sales Intern

Spring 2010

Beth E.L. Products, Inc., St. Paul, MN

- Co-led a team that facilitated product price adjustments to increase revenue by 10% and decrease expense costs by 5%
- Collaborated as a team member in marketing development and implementation of new products
- Researched marketing trends in social media, such as Facebook and Twitter
- Implemented a new accounting system to facilitate in-depth up-to-date reporting
- Worked with a team on two \$20,000+ projects in order to purchase, prepare, and more efficiently manage sales products

Work Experience

Lead Sales Associate

Fall 2010 - 2011

Hallmark, Maplewood, MN

- Consistently met daily sales goals by providing exceptional customer service
- Replenished and maintained product inventory for store manager
- Developed an effective and efficient back-room storage arrangement for seasonal products

Server

January 2008 - May 2009

Perkins Restaurant & Bakery, Fridley, MN

- Provided timely food and beverage service to customers; maintained store cleanliness
- Recognized as December 2008 "Employee of the Month"

Campus & Community Involvement

President, Bethel Business and Economics Association

2009 - Present

Captain, Bethel University Soccer Team

2010- 2011

Volunteer, Habitat for Humanity, Minneapolis, MN

Summer 2009