### 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)
- Is free of grammatical and spelling errors
- Is one or two full pages in length, depending on your experience and the employer's requirements

#### 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, address, telephone number, and email address
- Include other information (alternate 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

#### 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 University of New Mexico 505-277-0000



# Resume Examples

# Chronological Resume

## LOUIE LOBO

l Redondo Rd. - Albuquerque - New Mexico - 87131 - (505) 277–1404 - llobo@unm.edu

# SUMMARY OF QUALIFICATIONS

- Extensive knowledge in administering and interpreting laboratory assessments Two years of laboratory experience as both a biology technician and a veterinary technician
- Outstanding ability to adhere to strict research protocol and procedures including design set-up and report writing
   Exceptional knowledge of Statistical Package for the Social Sciences (SPSS) and Cascading Style Sheets (CSS)
- Highly proficient in oral and written Spanish

### EDUCATION

Bachelor of Science in Biology, minor in Spanish
The University of New Mexico (UNM), Albuquerque, NM

Expected May 20\_\_ GPA 3.73

- Relevant Course Work
- Physics, Genetics, General Chemistry I and II and Labs, Physics I and II, Ecology and Evolution, Plant and Animal Form & Function, Cell & Molecular Biology, General Vertebrate Zoology Lab, Calculus II
- Regents' Scholar, University Honors Program

First Place – New Mexico State Science Research Expo, New Mexico Participant/Alternate – International Science and Engineering Fair, Nevada

# RESEARCH EXPERIENCE

 Collect, synthesize, analyze, and report environmental data, such as pollution emission measurements, atmospheric Albuquerque, NM

- activities and environmental effects. monitoring measurements, mineralogical information, and water samples. Analyze data to determine validity, quality, and scientific significance in order to interpret correlations between humar
- written documents and training sessions Communicate scientific and technical information to colleagues and other internal audiences through oral briefings

## PROFESSIONAL EXPERIENCE

## Veterinary Technician

May 20\_\_\_-July 20\_ Albuquerque, NM

- Provided emergency first aid to sick or injured animals and assisted veterinarians in examining animals to determine Administered medication, immunizations, or blood plasma to animals as prescribed by veterinarians
- the nature of illnesses or injuries.
- Cleaned, maintained, and sterilized instruments or equipment. Observed and assisted with over 30 routine surgeries, such as neuter/spay procedures and minor mass excisions
- Performed routine laboratory tests or diagnostic tests, such as taking or developing x-ray. Administered anesthetics during surgery and monitored the effects on animals

# STUDENT ORGANIZATIONS

# President, Biological Sciences Student Association, UNM

Organized activities to include guest speakers regarding admissions and undergraduate pre-requisites for medical

# Chair, Hokona Residence Hall Community Association, UNM

 Increased philanthropic giving 66% to \$5,000 annually by overhauling two campus wide fundraisers. 20\_\_-20\_

# EXTRACURRICULAR ACTIVITIES AND COMMUNITY INVOLVEMENT

- Prairie Dog Relocation Effort, Gila, New Mexico New Mexico Wildlife Foundation, New Mexico
- Congressional Intern, State Office of Rep. Martin Heinrich, New Mexico

## 20\_\_-20\_\_

# Functional Resume

### Lucy Lobo

123 Any Street SE, Albuquerque, NM 87106 505-321-1234 lucy.lobo@unm.edu

## QUALIFICATIONS

- Excellent active listening and facilitation skills; exceptional negotiation and conflict-resolution skills
- 4 years' experience working as a liaison, effectively maintaining relationships with professional and community
- Highly efficient organizational skills; able to successfully manage multiple priorities and meet deadlines
- Proven ability to collaborate with multiple stakeholders to identify, discuss, and resolve complex problems
- reporting project results Over 6 years' experience establishing, maintaining, and updating records, as well as accurately and clearly

The University of New Mexico Bachelor of Arts in Psychology

Albuquerque, NM

06/20\_\_-04/20\_

## MILITARY SERVICE

United States Army Reserve, Heavy Construction Equipment Operator

Received Army Commendation Medal, Army Achievement Medal and Combat Action Badge

Promoted to Non-Commissioned Officer; Rank of Sergeant

# KEY SKILLS AND KNOWLEDGE AREAS

## Management and Leadership

- performance, which facilitated deployment readiness of the unit. Supervised and trained a squad of seven soldiers to ensure development of key leadership skills and peak
- Planned, scheduled, and coordinated construction project activities to meet deadlines.
- Developed and led complex projects such as home construction from inception through completion.
- Exercised independent judgment, decision-making abilities and maintained high level of confidentiality.

# Project Management and Strategic Planning

- Reviewed project specifications to determine appropriate construction methods.
- Investigated damage, accidents, or delays at construction sites to ensure that proper procedures were being
- Managed over \$50,000 worth of equipment during a 12 month deployment with no loss of inventory.
- Inspected and reviewed projects to monitor compliance with building and safety codes Prepared and submitted budget estimates, progress reports, and cost tracking reports.

# Communication and Relationship Building

- members, organization officials, and staff members as necessary. Established and implemented departmental policies, goals, objectives, and procedures, conferring with board
- issues such as work procedures, complaints, or construction problems. Conferred with supervisory personnel, owners, contractors, and design professionals to discuss and resolve
- Researched solutions and tactfully addressed customer questions and complaints
- employees of the organization. Presented information effectively in one-on-one and small group situations to clients, managers, and other

## **EMPLOYMENT HISTORY**

Administrative Assistant, Desert Hills, Albuquerque, NM Project Manager, Olympus Builders, LLC, Albuquerque, NM Lead Construction Supervisor, Pulte Homes, Albuquerque, NM Laborer, Pulte Homes, Albuquerque, NM

04/20\_\_ - 12/20\_ 10/ 20\_\_- 03/20\_ 03/20\_\_ - 01/20\_\_ 01/20\_\_ - Present

