

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 the first person (no “I” or “my”)
- Free of grammatical and spelling errors
- One or two full pages in length, depending on your experience and the employer’s requirements
- Government resumes and CVs are different and can be longer and more comprehensive

Format & Layout

- Plain, readable font such as Arial, Cambria, or Times New Roman, size 10 to 12
- Easy to scan for information with clear sections and subsections
- Single-spaced with a good balance between characters and white space
- Avoid templates, unusual fonts, or distracting colors
- May have one or two columns

Chronological Resume

- The most common and traditional type of resume
- List education and experiences in reverse chronological order (most recent first)
- Especially good for candidates with a strong history of directly relevant work experiences
- Recommended for most job seekers

Functional Resume

- Organizes your most relevant experiences into skill areas
- Provides employment history in a brief format
- Works very well for career transitions and gaps in employment
- Recommended for job seekers changing career paths

How to Create Your Resume

- Open a blank document in your word processor. Begin by listing the most crucial information: contact information, education, work history, etc.
- Templates are not recommended. Don’t worry about format or layout until you are finished writing
- Use metrics and accomplishment statements to illustrate your skills and achievements (see [Accomplishment Statements Guide](#))
- Target the current goal by using keywords from the job posting and emphasizing your most relevant skills and experience

- When you are done writing, create clear headings and sections to structure your resume. Give your sections descriptive titles when possible (e.g., Leadership Experience, Technical Experience). Accentuate section titles with simple formatting tools such as bold lettering, centering, and larger font size
- Experiment with putting important information in bold, such as your job titles and degree
- You can use basic shapes, such as lines, to create further structure (usually found under the Insert menu)
- You may wish to use two columns to highlight important information. Use the Columns tool, usually found under a menu called Layout or Format. Create custom columns (by selecting “More Columns” or “More Options”) to build a narrow left column and wide right column. A good starting point is to use 1” margins, a 1.8” left column, and a 4.5” right column, with 0.2” space between columns. Adjust as necessary

Personal Information (U.S. Standards)

- The only required personal information is your name, telephone number, and email address
- Include other information (street address, work authorization) only if specifically requested
- Most personal information (hobbies, birth date, etc.) should not be included
- Do not include a photo of yourself

Qualifications/Skills Section

- Highlights your top three to five most important qualifications for a given opportunity
- Stated at the top of the resume and replaces the ‘career objective’
- Should be concise and match your skills with the employer’s qualifications
- Includes information such as key skills, years of experience, and any items from the “preferred qualifications” section, if applicable
- Recommended for all job seekers

Education

- Spell out name of your degree (e.g. Bachelor of Arts), include major, minor, concentration, institution, city, state, and date of graduation (month and year)
- List scholarships, honors, awards, special projects, relevant course work, study abroad experience, involvement in student organizations, and extra-curricular activities
- Include grade point average if above a 3.5 (optional)

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 (see [Accomplishment Statements Guide](#))
- Provide quantitative information when applicable, such as number of customers served or percentage increase in sales

Additional Information

- Include certifications, licenses, language skills (include level of proficiency), specialized computer skills, publications, awards, and other achievements relevant to your career goals

What About Other Personal Information?

- You have the option to share important information about yourself, such as pronouns, disabilities, religious affiliation, or political advocacy, if you wish
- Disclosing this information is a personal choice. Consider your own values, needs, and priorities
- In order to make an informed decision, consider your audience. Research the employer to understand their company culture. You may wish to review the company website, social media channels, and staff bios to learn more about their team and values
- You also have the option to share important information at a later stage of the hiring process or after you start a job
- Disclosing early in the process can help you eliminate opportunities that will not meet your needs and identify opportunities where you will feel included and have the support you need to be successful
- Career Services is available to support you in finding the best option for you and in creating a strategy for requesting workplace accommodations for a disability

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
The University of New Mexico
505-277-0000 tbaca@unm.edu

Chronological Resume Example

Louie Lobo

lobolouie@unm.edu ▪ 505-277-1234 ▪ Pronouns: He/Him

BACHELOR OF ARTS

Major in Psychology
Minor in Communication
Expected May 2023
3.8 GPA
The University of New Mexico
(UNM)

RELEVANT COURSEWORK

- Public Speaking
- Nonverbal Communications
- Social Psychology
- Professional Selling
- Interpersonal Communications
- Psychology of Money
- Organizational Learning
- Development
- Learning & Memory
- Psychology of Motivation

KEY SKILLS

- Adobe Creative Suite
- Strategic marketing
- Digital communications
- Volunteer recruitment and training
- Event planning
- Proficient written and spoken Spanish

SUMMARY

- Two years of fundraising experience for nonprofit organizations
- Proven success building relationships with donors
- Excellent written and verbal communication skills with keen attention to detail
- Outstanding follow up skills and experience data-tracking with multiple databases

RELEVANT PROFESSIONAL EXPERIENCE

Big Brothers Big Sisters of Central New Mexico, Albuquerque, NM
Volunteer Mentor aka "Big" August 2021-Present

- Developed and maintained strong, positive relationships with youth and their caregivers
- Designed and produced digital marketing campaign for outreach to UNM for Mentor 2.0 campaign
- Supported volunteer recruitment and outreach via social media marketing, increasing followers on Facebook, Instagram, and Twitter by 750%
- Maintained consistency, offered encouragement, and role modeled for each "little" while practicing good judgement and enforcing mature boundaries

LoboTHON, Albuquerque, NM

Marketing Chair 2021-2022

- Spearheaded print and social media marketing campaigns for 2021 and 2022 LoboTHON fundraising benefits for UNM Children's Hospital
- Created promotional materials to increase awareness of LoboTHON and attendance at events
- Supervised a team of 7 in execution of tasks and determination of goals as well as ways to meet or beat individual and team goals
- Co-raised over \$150,000 in 2021 and over \$250,000 in 2022, with an attendance increase of 25% from 2021 to 2022
- Complied with state and federal regulations regarding donors' private information

OTHER PROFESSIONAL EXPERIENCE

Vinaigrette, Albuquerque, NM

Server 2019-Present

- Diffuse potentially volatile situations while providing excellent customer service
- Consistently outsold fellow servers by 25% each night earning 20% more gratuities on average
- Earned Server of the Month in August and December 2021

Functional Resume Example

Lucy Lobo

505-777-7777 • lucylobo@gmail.com • Albuquerque, NM

RELEVANT QUALIFICATIONS

- Proven success building relationships with multiple stakeholders ranging from city councilors and the mayor to civil engineering technicians and construction workers.
- Outstanding decision-making and leadership skills with strong listening presence.
- Creative problem-solver, excellent organizational skills, and consistent adherence to deadlines.
- Expertise in math and physics with a unique ability to communicate ideas clearly.

EDUCATION

Bachelor of Science in Civil Engineering

The University of New Mexico

May 2022
Albuquerque, NM

PROFESSIONAL ACCOMPLISHMENTS

Project Management and Leadership

- Co-led a team of six on simulation to analyze and present a revitalization plan for the ABQ Railyards Project; assessed environmental impact and risks.
- Spearheaded site analysis, planning, design, in preparation for construction phase one.
- Assisted squadron in medical evacuations; ability to be calm under great pressure.
- Served as Team Leader of Medical Flight Staff for hundreds of special operations.

Communication and Organization

- Compiled and submitted list of necessary permit applications for ABQ Railyards Project, verifying compliance with city, state, and federal regulations.
- Performed survey of existing conditions of the structure to assess locations, reference points, grades, and elevations to assist in construction phase.
- Outstanding team player in medical military and academic settings.

Technical

- Proficiency in computer-aided design (CAD) software: Civil 3D, Microstation, and AutoCad.
- Familiarity with WaterCAD, Microsoft Project, zoning entitlements and the permit procurement process.
- Ability to work with maps, models, drawings, blueprints, reinforced concrete, and steel signs.

PROFESSIONAL EXPERIENCE

ABQ Railyards Project Co-Lead

American Society for Civil Engineers, UNM Student Chapter

August 2022—May 2022

Aerospace Medical Service Specialist

United States Air Force

2012—2018