

Header

- 1) Name should be larger than other text and easy to read.
- 2) Include city, state, phone and email.
- 3) Include LinkedIn/social profiles if they are professional.

LUCY LOBO

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SUMMARY

- Psychology major maintaining 3.6 GPA while leading student and community volunteer initiatives.
- Two years of nonprofit fundraising, including planning, marketing, and data tracking.
- Advanced communication skills acquired from mentoring children and collaborating with caregivers.
- 2+ years in fast-paced food service environment, ensuring order and transaction accuracy while providing excellent customer service.

EDUCATION

The University of New Mexico Albuquerque, NM
Bachelor of Arts in Communication; Minor in Psychology Expected May 2025

- Dean's List - 3.6 GPA
- Focus of Study: Interpersonal and Public Communication

RELEVANT PROFESSIONAL EXPERIENCE

Big Brothers Big Sisters of Central New Mexico Albuquerque, NM
Volunteer Mentor aka "Big" August 2023 - Present

- Developed and maintained strong, positive relationships with youth and their caregivers.
- Designed and produced digital marketing targeting UNM students as part of 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 judgment and enforcing mature boundaries.

LoboTHON, The University of New Mexico Albuquerque, NM
Marketing Chair September 2022 – August 2023

- Spearheaded print and social media marketing campaigns for 2022 and 2023 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 the 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 2022 and over \$250,000 in 2023, with an attendance increase of 25% from 2022 to 2023.
- Complied with state and federal regulations regarding donors' private information.

OTHER PROFESSIONAL EXPERIENCE

The Fancy Chicken Albuquerque, NM
Server June 2021 – Present

- Diffused 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 January and March 2022.

Summary

- 1) Summary should be tailored to a particular opportunity or goal.
- 2) Highlight work and academic experience that is most relevant.
- 3) Connect the dots between your experience and duties/requirements.

Experience

- 1) Include paid work and volunteer experience.
- 2) Tailor descriptions to opportunity or goal.
- 3) Descriptive bullets should match this formula:
ACTION VERB + EXAMPLE = RESULT

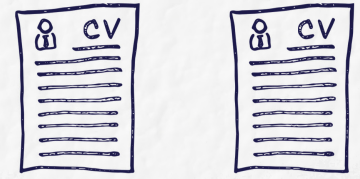
Education

- 1) Spell out degree (Bachelor vs BA) and include university, city and state.
- 2) Include graduation date.
- 3) GPA is optional (normally included if 3.5 or above).

75% of hiring managers want to see specific accomplishments and results in the work experience section.

90% of employers prioritize problem-solving skills.
80% of employers value teamwork skills.
>80% of employers consider internship experience important.

Make Your Resume Shine!



Each resume should be:

- tailored to a particular career opportunity.
- brief, concise, and easy to read.
- free of grammatical and spelling errors.

1. Format & Layout

- **One or two full pages** in length.
- 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.
- **Margins** - 1' or 0.5' margins.
- **Avoid the use of the first person (no "I" or "my").**
- **Avoid templates**, unusual fonts, or distracting colors.
- **Standard Sections:** Summary, Education, Experience.
- **Other Suggested Sections:**
 - Skills (particularly technical/software, languages), Volunteer Experience, Selected Projects, Research Experience, Awards and Honors, Student Associations, Professional Associations, Certifications/Licenses, Publications.
- **References** are usually requested in a separate document.
- **Federal government resumes and CVs** can have different requirements and be longer/ more comprehensive.

2. Header

- **Name, phone number, email, city, state, and zip code** at top of resume.
- Name should be a larger font and bold. Underlines or borders can be used for emphasis.
- Included links to LinkedIn, professional social profiles or online portfolios.

3. Summary

- **The Summary or Relevant Qualifications** section is a powerful tool connecting YOU to an OPPORTUNITY at top of a resume.
- Use **bullets** to highlight and summarize education, experience, skills, and individual characteristics that match particular position or career goal.
- Include keywords from the **job description/ requirements.**
- Target your **career focus and goals.**
- The summary can often take the place of an objective statement or skills section.

4. Education

- **Major, minor, concentration, institution, city, state, and date of graduation** (okay to list expected graduation date).
- Spell out **degree** (e.g. Bachelor of Arts).
- Consider including **coursework, academic projects, student organizations, or research, and study abroad** if relevant to opportunity.
- **GPA** is optional but can be included if above 3.5.
- Highlight any **awards or scholarships** received.

5. Experience

- Experience should be listed in **reverse chronological order** which is most recent job first and can include paid, volunteer, and internship experience.
- Include your job title, company name, city, state, and dates of employment.
- Explain your duties and experience using the accomplishment statement formula: **ACTION VERB + EXAMPLE = RESULT.** (see [Accomplishment Statements Guide](#)).
- Provide **quantitative information** when applicable, such as number of customers served or percentage increase in sales.

6. 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.
- **Disclosing personal identities** (such as age, culture, pronouns) or disabilities is a personal decision. Consider your values and the values of the organization you are applying for and reach out to mentors or Career Services for support while making these decisions.

A standout resume highlights your achievements, setting you apart.