

## 1. Select a resume format

Chronological: focuses on dates, positions and duties in reverse chronological order.

Functional: emphasizes your transferable skills and is helpful if you lack career-related experience.

Combination: combines elements of both formats; a great choice for recent grads with some experience.\*Preferred

Note: Whichever format you use, avoid images, tables, header and footer boxes, and most of the time: columns.

## 2. Brainstorm a master list

Create a an ongoing master list of your education, previous jobs, accomplishments, skills, volunteering and leadership experiences, etc. Make note of these experiences on your resume.

## 3. Utilize skill phrases - (action verb + skill used + what & how)

- Beneath each experience, you should have multiple "skill phrases." The more significant the experience, the more skill phrases you should have to describe that experience. Your skill phrases should reflect specific, relevant transferable skills for the job you are applying to; avoid generalizing or statically listing "job duties" or "responsibilities."
- Skill phrases should begin with an action verb, explain what you did and how, and state the result/skill used.

Example: "Led weekly 1-hour financial literacy workshops for small groups of 4 to 12 clients and their referrals, resulting in increased client approval ratings and an average of 4 new clients per month"

Structure: Strong action verb + what/how/how often + helpful details (ensure relevancy to job applying to)

## 4. Order strategically

Items that are more recent and relevant to your job objectives should be near the top of the resume.

## 5. Unpaid experiences still count

Include transferable skills from volunteer work, service experiences, class projects, internships and activities.

## 6. Maintain a professional appearance

10-12 point normal type font (e.g. Calibri) using color, bold, underlining, and italics minimally and purposefully.

## 7. Tailor your resume

Don't send a generic resume to your potential employers; it communicates a lack of effort and interest.

Instead, use the job description to find which skills/experiences are being sought out, and if applicable, provide evidence that you have them by including them in the skill phrase sections of your resume.

## 8. Cover letter

This is essentially a paper of a sales pitch. You are convincing the recruiter or hiring manager to call you in for an interview.

This is a place to convey subjective information such as the basis of your interest in the position.

## 9. Career and Leadership Development is here to help

Sign-up for a coaching appointment on Handshake or come in for a walk-in appointments to get expert help from our career coaches.

# Becky Biology

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## EDUCATION

Bachelor of Science, Biology (pre-PA) Minor: Biblical Studies  
University of Northwestern-St. Paul, Minnesota

Anticipated-December 2022  
Anticipated-Cum Laude  
Current GPA: 3.6/4.0-Deans List

Study Abroad-Christchurch, New Zealand

Anticipated June 2022-Nov 2022

## WORK EXPERIENCE:

Home Health Aide—Renewed Spirit Care Home, Maplewood, Minnesota

January 2019 –May 2019

- Provided friendly individualized care to Dementia patients through administration of medication, meal prep, personal care and cleaning, and promoting a safe environment
- Developed relationships with 5 residents by providing companionship and conversation, enhancing the residents' wellbeing

Direct Care Professional—ACR Homes, Roseville, Minnesota

July 2018 –January 2019

- Befriended 4 residents in wheelchairs with a patient, energetic demeanor by providing meals, administering frequent medication, personal cares, laundry, cleaning, frequent outings, and health documentation for a positive atmosphere
- Worked in a team with coworker to accomplish all tasks and providing a secure setting

Teacher's Assistant –Anatomy & Physiology—University of Northwestern-St. Paul, Minnesota

January 2018 –current

- Prepped and taught labs, ran errands graded exams, labs and quizzes to result in a well-organized class

## LEADERSHIP/ACTIVITIES:

Ministry Partner –Residential Life, University of Northwestern-St. Paul, Minnesota

August 2019 –May 2020

- Committed to leading small groups and one-on-ones with other girls in hall to form deep, spiritual relationships
- Collaborated with Resident Assistant to plan events and other capacities to demonstrate unity in partnership

PSEO Assistant –Student Leader, University of Northwestern-St. Paul, Minnesota

August 2018 –January 2019

- Volunteered to supervise 10 high school students through orientation activities, organized fun events, and met students in one-on-ones to create an upbeat, positive experience
- Cultivated relationships with other team mentors as we communicated, helping students as much as possible

## SKILLS:

- Certified in CPR, First Aid, American Red Cross, (Expires: July 2025)
- Proficient in Microsoft Word, Microsoft Excel, and Microsoft PowerPoint