

Résumé Tips

A **résumé** is a marketing tool that summarizes an individual's education, skills, accomplishments, and professional experience to communicate their qualifications and value to a prospective employer or organization. The résumé must speak on behalf of you when you are not there to clarify details. The goal of a résumé is to make a positive first impression and to secure an interview.



Formatting:

- Your résumé should be easy to read with consistent formatting (dashes, bullets, bold, italics).
- The body of your résumé should be 11-12 point font and preferably a Sans Serif font such as, Calibri, Times New Roman, and Arial.
- Recommended length is 1 page for individuals with less than 5 years of work experience and 2 pages for individuals with more than 5 years experience.
- Refrain from using a template. Give yourself complete control of the document by creating your résumé in Microsoft Word.



Content:

- Use synonyms rather than repeating the same word.
- Use past tense for jobs in the past and present tense for current positions.
- Include specific examples of significant accomplishments and describe positive outcomes.
- Avoid vague, irrelevant, cliché or redundant statements.
- Use action verbs. These words describe your experience, responsibilities, and achievements. If used properly, they will grab the potential employers' attention quickly.



Finishing Touches:

- Proofread your résumé several times for spelling, grammar, formatting, and clear wording.
- One error on your résumé could leave a poor first impression with an employer and could cost you an interview.
- After each draft of updates schedule an appointment with a Career Coach to receive professional feedback and suggestions. This resource is available to current students and alumni in Career Services.
- Save the document with a professional title, ex. Firstname_Lastname.doc or pdf.
- Print copies on professional résumé paper (cream, white or light gray). When possible, do not



What Not To Include:

- Reference list, this should be on a separate sheet of paper.
- Salary expectations, this will be discussed in a later interview or presented in a job offer.
- Irrelevant personal information such as: Age, marital status, religion, national origin, social security number, health status, etc.

Résumé Tips

FIRST AND LAST NAME

Town, State Abbreviation | 111.111.1111 | [Hello@gmail.com](mailto>Hello@gmail.com) | [LinkedIn Profile](#)

PROFESSIONAL SUMMARY

A professional summary is a preview of your skills and expertise and focuses the readers attention on important qualifications, achievements, and abilities for the position you are applying to. It should include several sentences that feature the most compelling evidence of why an employer should hire you. It is your job to highlight what you are currently doing, passions within the industry, personal qualifications, professional accomplishments, and a professional goal for the future. *(Never use personal pronouns such as I, Me, or My).*

SKILLS AND QUALIFICATIONS

{Keyword or phrase from job posting, such as: Social Media Management} | {Keyword}
{Keyword} | {Keyword} | {Keyword} | {Keyword} | {Keyword} | {Keyword} | {Keyword}
{Keyword} | {Keyword} | {Keyword} | {Keyword} | {Keyword} | {Keyword} | {Keyword}

Technology Profile

{Software from job posting, such as Adobe Photoshop} | {Software} | {Software}
{Software} | {Software} | {Software} | {Software} | Microsoft Office Suite

EDUCATION

Associate of Science, Business Administration | May 2022 *(Expected or Received Month and Year)*
Montgomery County Community College | Blue Bell, Landsdale, or Pottstown, PA
Relevant Coursework: Full Name of Class, Full Name of Class (Current students or recent graduates only)

PROFESSIONAL EXPERIENCE

Job Title | Company, Location | Month, Year to Present *(Most recent or relevant experience first)*

In a few sentences, write your responsibilities associated with the role. Ensure you select responsibilities relevant for the reader that align with the position you are applying to. Use a job description as a reference to support strong professional language if needed. *(Incorporate strong action verbs)*

- ✓ Highlight an accomplishment associated with this role. Include specific details with relevant numbers and percentages. *(Always use the appropriate tense, present tense for current jobs, past tense for previous jobs)*
- ✓ Highlight an additional accomplishment associated with this role. Keep asking yourself, “Why would the reader care about this accomplishment?”

Job Title | Company, Location | Month, Year to Month, Year *(You do not need to include every job, focus on which positions are most important for the reader)*

In a few sentences, write your responsibilities associated with the role. Ensure you select responsibilities relevant for the reader that align with the position you are applying to. Use a job description as a reference to support strong professional language if needed.

- ✓ Highlight an accomplishment associated with this role. Include specific details with relevant numbers and percentages.
- ✓ Highlight an additional accomplishment associated with this role. Keep asking yourself, “Why would the reader care about this accomplishment?”

OPTIONAL SECTIONS: CAMPUS INVOLVEMENT, VOLUNTEER, OR AWARDS AND HONORS

Position Title | Organization, Location | Month, Year to Month, Year

Write one brief sentence describing the mission of the organization.

- ✓ Highlight an accomplishment associated with this role. How do you contribute to the organization? Include specific details with relevant metrics if available.

Career Services

Blue Bell Phone: (215) 641-6577

Pottstown Phone: (610) 718-1906

Email: CareerServices@mc3.edu

