TOP 5 TIPS FOR WRITING AN AMAZING RÉSUMÉ

You only have a few seconds to catch the readers' attention. Use these tips to create a great résumé!

1. ## Reflect.
   What are your goals/target jobs? How can you connect your background, including your education, experience and activities to those goals?

2. ## Review Job Descriptions.
   Look at job listings in Handshake and look for key phrases and skills that are included frequently in job descriptions and include these on your resume. Use O*Net (www.onetonline.org) to find key skills for the positions you are seeking.

3. ## Market Yourself.
   Use a summary section at the top of the resume to highlight your key skills. Promote yourself through your education and experience, making sure to include transferable skills.

4. ## Use Action Verbs.
   When describing your experience, begin with an action verb. Use specifics and quantify when possible. Example: Organized 10 community presentations with over 100 people in attendance to increase ticket sales.

5. ## Keep It Simple.
   No errors. Focus on layout, grammar and attention to detail. Proofread, proofread, proofread. Have others look it over. References should be listed on a separate page.

BONUS TIP! Make an Appointment with Career Services.

Stop in, call or email us schedule an appointment for your resume review.

SAMPLE RESUME

MARCUS SMITH
Msmith334@gmail.com   585-555-1212   Canandaigua, NY

Dedicated, enthusiastic human services professional with experience working with children and people with developmental disabilities. Experienced in handling sensitive issues with diplomacy, objectivity and confidentiality. Skills:

Bilingual in English and Spanish	Case Management
Medication Management	Strong Team Player

EDUCATION
Associate in Science, Liberal Arts, Anticipated May 2023
Finger Lakes Community College, Canandaigua, NY, GPA: 3.25

RELEVANT COURSEWORK
Interviewing & Counseling	Human Services
Abnormal Psychology	Social Problems
Crisis Intervention & Prevention	Child Psychology

RELEVANT EXPERIENCE
Day Hab Assistant, Ontario Arc, Canandaigua, NY, May 2021-present
- Work with twelve consumers with developmental disabilities in day habilitation program.
- Create programming and activities to assist consumers with learning skills needed to enter the work force.
- Assisted with treatment plans including goals, measures and outcomes for each individual.

ADDITIONAL EXPERIENCE
Wait Staff, Robert's Bistro, Fairport, NY, May 2019-March 2020
- Provided prompt and courteous service in fast paced environment.
- Juggled multiple responsibilities during shifts all while ensuring orders were correct and customers satisfied.

COMMUNITY INVOLVEMENT
Member, Art Club, Finger Lakes Community College, 2022
- Assisted in organizing square art event with ROCart. Guided 25 students through creating square art for community project.

Callout annotations:

- Make sure your information is complete, including a professional sounding email. **TIP**: if you are searching out of the area, do not include your address.

- Use this section to highlight the main skills and experiences you want to stand out to an employer. Make sure to use words that have meaning in your career field that an employer would be looking for.

- Your degree(s) should be listed along with your college name and graduation date (even if it's in the future). List your GPA if its over a 3.0. The "Relevant Coursework" section is optional but is good if you have limited work experience in your field.

- The Experience section can be either one or two sections, depending if you want to highlight particular experiences.

  TIP: experience can be jobs, internships, volunteer experiences or class projects/research projects!

- This is an optional section. If you have volunteer experience, activities, honors and awards, include a separate section for them on your resume.

SAMPLE ACTION VERB LIST:

COMMUNICATION	RESEARCH	HELPING	MANAGEMENT	TEACHING	TECHNICAL
Arrange	Allocate	Attend	Administer	Advise	Arrange
Create	Analyze	Assist	Assign	Clarify	Assemble
Conceptualize	Appraise	Counsel	Coordinate	Develop	Calculate
Develop	Budget	Direct	Direct	Education	Design
Generate	Collect	Facilitate	Organize	Inform	Devise