



Resume Guide

1. Match the Job Description

- Highlight experiences, skills, and qualifications that align with the job posting.
- Use keywords from the posting to improve [Applicant Tracking System \(ATS\)](#) compatibility.

2. Create Your Heading

- Name
- Phone
- Professional Email (first and last name are appropriate)
- [Shortened](#) LinkedIn URL (keep your content updated)
- City, ST
- Job title for the job you are applying to (update this for each application)

3. Write Your Profile

Professional Summary

- Write a 2-3 line summary that connects your experience with the position.
- Use employer-focused language and relevant industry keywords.
- Include specific qualifications, accomplishments, and strong descriptive words.

Skills

- List hard skills that relate to the position (see job description).
- Integrate relevant industry-specific soft skills ("Team-Oriented," "Teachable," "Problem-Solving").
- Use a consistent format.
- Don't repeat skills already mentioned elsewhere.

4. Education & Certifications

- List education in reverse chronological order (most recent first).
- For current degrees, use "Expected" with your graduation date (Expected May 2030).
- Omit high school if you've been in college or the workforce.
- List certifications after education using their official titles and date earned or "Valid Until" date (Month Year).

5. Professional Experience

- List positions in reverse chronological order.
- Include job title, employer, location (City, ST), and years worked (include starting month and ending month or “Present” if current position).
- Write a brief description (2-4 lines) **starting with action verbs** (present tense for current roles, past tense for previous roles). [See Resume Content](#) for examples.
- Consider categorizing experiences into two sections: “Relevant Experience” first, followed by “Other Professional Experience” (see examples below).
- Add [accomplishment bullets](#) that emphasize results and quantify achievements. Brainstorm how/why something was done or the change you made (improved, decreased, increased, etc.).

6. Volunteer Experience (Community Engagement)

- Include recent, relevant volunteerism if space allows (minimum requirement: 1 hour monthly).

Resume Basics

- Keep it to 1 page, unless you have 10+ years of relevant experience.
- Maintain consistent formatting with at least 0.5” margins and size 10.5 minimum font.
- Check your text alignment. Use “Align Left” rather than “Justify.”
- Use clean, professional font (Calibri, Arial, Helvetica, Verdana, etc.).
- Quantify achievements whenever possible.
- Proofread carefully and have someone else review your resume.
- Customize with job description keywords for each job application.

Writing Resume Responsibilities & Accomplishments

“Responsibilities are the core duties and tasks [that you] were expected to perform in [your] role. They provide a foundation for understanding the scope of each job; however, responsibilities alone may not set the job seeker apart from other candidates.

Achievements, on the other hand, are **outcomes or contributions** that go beyond basic job duties. They showcase the **impact** the job seeker had in their previous roles and highlight their **ability to contribute in meaningful ways**.

Achievements provide **evidence of their value** as an employee and can make the résumé more compelling to potential employers.”¹

When crafting the bullet points for accomplishments, consider the ‘what’ and the ‘why’—what you did and why you did it. Did you hit your goals, save the company time or money, learn something new or make something more efficient? This will help you be accomplishment-oriented. Include numbers to quantify your accomplishments when possible.²

¹ Professional Association of Resume Writers & Career Coaches.

² Indeed, 2023. “Listing Accomplishments on Your Resume (With Examples).”

Examples

Physical Therapy Aide

- Completed 50+ practicum hours in outpatient physical therapy setting, advancing understanding of clinical practice and treatment plans.
- Assisted licensed therapists in delivering care to 25-35 patients per week, improving strength, mobility, and range of motion.
- Conducted 5-10 gait and balance assessments per week, using standardized tools (e.g. Berg Balance Scale), decreasing fall risks and treatment efficiency.

Physical Education Student Teacher

- Designed and delivered lesson plans for 60+ elementary students, fostering engagement through age-appropriate activities.
- Adapted activities to support students with diverse physical and learning needs, facilitating inclusion and individual goal mastery.
- Launched after-school fitness club with 40 students, increasing awareness of healthy habits.

Sample Resume: Mary Smith

559-123-4567 | marysmith@gmail.com | linkedin.com/in/marysmith | Fresno, CA

Editor in Chief

Emerging editorial leader and Communication major at Fresno Pacific University graduating May 2026 with a strong foundation in writing, editing, and team leadership. Known for adaptability, initiative, and a passion for motivating others through storytelling. Eager to build a team, plan and execute projects, and deliver timely services.

SKILLS

Verbal & Written Communication | Editing | Out-of-the-Box Thinking | Problem-Solving | Project Management | Creative Marketing | Conflict Management | Coordinating & Scheduling | Building Team Culture | Content Strategy | SEO Writing & Optimization | Factchecking | Audience Analysis

EDUCATION

Bachelor of Arts, Communication

Fresno Pacific University, Fresno, CA

Expected May 2026

Relevant Coursework: Media & Society, Communication Theory, Philosophy of Language

Associate of Arts, Communication

Clovis Community College, Clovis, CA

May 2024

RELEVANT EXPERIENCE

Features Editor

The Paper, Visalia, CA

January 2022-June 2024

Orchestrated collaborative workflows among a team of 10+ writers, cultivating a positive, deadline-driven environment that boosted article submission rates by 20%. Resolved editorial bottlenecks by implementing efficient revision processes, ensuring consistent high-quality content and smooth publication cycles. Oversaw monthly distribution of 5,500+ newspapers.

- Promoted from Staff Writer to Features Editor in less than 2 months
- Trained and mentored 5+ new writers, many of whom advanced to editorial roles

OTHER PROFESSIONAL EXPERIENCE

Office Manager

Health Care Incorporation, Visalia, CA

March 2021-December 2022

Warmly welcomed patients and actively listened to concerns to ensure positive experience. Partnered closely with clinic providers to resolve scheduling conflicts and address patient-related issues. Oversaw completion and accuracy of all required documentation.

- Managed scheduling and timekeeping for team of 15 medical professionals
- Created and distributed marketing brochures, increasing patient visits by 15%

Community Service

Event & Volunteer Coordinator

Community Food Bank, Fresno, CA

Winter Breaks 2021-Present

Led cross-functional coordination for high-profile events with 2,700+ attendees, applying strategic planning and problem-solving to achieve smooth execution. Recruit and train volunteers through digital platforms.

- Spearheaded editing revisions of marketing materials, increasing winter volunteer team by 30%

Sample Resume: Sunny Sunbird

559-777-0000 | sunnysunbird@gmail.com | linkedin.com/in/sunny | Reedley, CA

PHYSICAL THERAPY AIDE

Kinesiology (Pre-Physical Therapy) and Spanish major graduating May 2027 with experience providing first aid and guiding prevention, care, and rehabilitation of sports injuries. Builds strong relationships, adapts quickly, and thrives in a fast-paced environment. Passionate about serving others through effective leadership. Familiarity with SimplePractice.

SKILLS

Fluent in Spanish, Organization, Teamwork, Interpersonal Skills, Teachability, Creativity, Time Management, Problem-Solving, Digital Technology Skills, Oral & Written Communication, Patient Support & Safety

EDUCATION & CERTIFICATIONS

Bachelor of Science, Kinesiology, Pre-Physical Therapy | Bachelor of Arts, Spanish

Fresno Pacific University, Fresno, CA | Expected May 2027 | GPA: 3.8

Awards: President's Academic Scholarship based on Academic Merit (2025-Present)

Samaritan Scholarship (2025-Present)

Cardiopulmonary Resuscitation (CPR), Automated External Defibrillator (AED) & First Aid Certified

American Red Cross, Fresno, CA | Valid Until 2028

RELEVANT EXPERIENCE

Student Athletic Trainer Aide

Reedley High School, Reedley, CA | January 2026-May 2026

Supported sports medicine team and program as an aide to the athletic trainer at local high school. Participated and assisted in broad range of topics pertaining to prevention, treatment, and rehabilitation of sports injuries. Competed in 5 local and national sports medicine competitions.

- Completed 450+ hours of athletic training internship and shadowing experience
- AACI National Sports Medicine Championships | 3rd place (2026)

OTHER PROFESSIONAL EXPERIENCE

Peer Mentor

Fresno Pacific University, Fresno, CA | August 2025-Present

Guide freshmen students in navigating the higher education system. Serve as a support network and share relevant information, connecting students with staff, faculty, and community resources.

- Oversee 20 adult learners in college success class, grading assignments and cultivating weekly engagement in class discussions and activities

COMMUNITY ENGAGEMENT

Discoverer Health Care Volunteer

Adventist Health Central Valley Network, Fresno, CA | May 2026-Present

Volunteer at local hospital to shadow doctors and learn about the healthcare system. Contribute to a welcoming, safe environment by assisting patients and supporting staff with daily care activities.

- Completed 216 hours, building personal and professional relationships with staff and patients while gaining firsthand experience in the healthcare setting