

1. Highlight the experience, skills, and abilities you have that are also listed on the job description. This helps give you the language needed to make it through the Applicant Tracking System (ATS).
2. Include in your **Heading**:
  - Name, Phone, Email, LinkedIn URL, Location (City, State)
  - Role/position you are seeking
3. Draft your **Profile** (see [Resume Profile](#) resource):
  - Power Statement using employer-centric language linking your experience to the position, establishing a sense of qualification. Use keywords reflective of the industry and job description.
    - ✓ Use accurate, appropriate, and interesting modifiers (highly adept, goal-oriented, solutions-focused, distinguished, dynamic, highly skilled, award-winning).
    - ✓ Describe your qualifications and/or achievements clearly and concisely (4 lines or less).
  - The Skills section describes your core competencies or key strengths as they relate to the position, giving a brief snapshot of your value.
    - ✓ Each item should complete the thought "I excel at...". Use hard (tangible, measurable) skills. Don't waste space with soft (immeasurable skills) like "dedicated."
    - ✓ Insert 3 columns with 3-4 rows (see pg 2) or list out your skills on 2 lines (see pg 3).
    - ✓ Include the same number of bullets and do not wrap text.
    - ✓ Don't repeat words from your profile or experience sections.
4. Work on your **Education/Certifications** sections:
  - Degrees, list most recent to oldest based on when completed. If in progress, use "Expected" followed by anticipated graduation date. No need to list high school if obtained over 3 years ago. Credentials are presented by their official title (Bachelor of Arts, Organizational Development).
  - Certifications are placed after education following the same format as above.
5. Insert **Experience** (see [Resume Content](#) resource):
  - Description. Also in reverse chronological order. Use common job titles. The company name, location (city, state where you worked), following a consistent format. Years only are sufficient. Two-four lines showcasing your duties/responsibilities as it relates to your career goal. Use 3<sup>rd</sup> person language, starting with action verbs (present tense for current, past tense for previous).
  - Accomplishments are listed in bullets below the description to set you apart (quantify if possible).
6. **Community Service/Volunteerism**. Last section if space is available. Use only if recent and regular.

## RESUME BASICS

- White space is good | one page with .5" margins minimum (2 pages for 10+ years industry experience)
- Use consistent formatting & quantify all numbers (10 instead of ten)
- Straight-lined fonts (Calibri, Tahoma, Verdana, Arial, Helvetica, Trebuchet, Gill Sans)
- Spell check and proofread well & have others proofread

## HEADING

### Mary Smith

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

## Communications | Customer Service | Editorials

## PROFILE/SKILLS

Highly motivated Communications / English double major graduating December 2022 with experience in customer service, editing, and writing. Proven ability to develop effective relationships, provide exemplary customer care, quickly adapt to new settings, and execute individual projects. Passionate about inspiring others and taking on challenges. Proficient in Microsoft Office Suite and PhotoShop.

- Communication Skills
- Problem Solving
- Public Speaking
- Writing & Editing
- Relationship Building
- Coordinating & Scheduling
- Organization Skills
- Project Management
- Conflict Management
- Out-of-the-Box Thinking
- Creative Marketing
- Customer Service

## EDUCATION

### EDUCATION

#### Bachelor of Arts, Communications

#### Bachelor of Arts, English

Fresno Pacific University, Fresno, CA | Expected December 2022

Awards: Transfer Academic Scholarship based on academic merit | 2020 - Present

## EXPERIENCE

### RELEVANT EXPERIENCE

#### Features Editor

*The Paper, Visalia, CA | 2018 - 2020*

Coordinated efforts among the team and resolved issues among writers. Oversaw distribution of monthly newspapers. Proofed and edited all articles and provided writer feedback and comments. Captured section and article photos.

- Promoted from Staff Writer to Features Editor in less than 2 months

### OTHER PROFESSIONAL EXPERIENCE

#### Customer Service Professional

*Cup O Jo Campus Coffee Shop, Fresno, CA | 2018 - Present*

Provide excellent service to customers by creating a warm and pleasant atmosphere while meeting their needs. Manage cash drawer and transactions. Take inventory and stock counters.

- Continuously develop effective customer relationships increasing repeat business by 25%

#### Office Manager

*Health Care Inc., Fresno, CA | Summers 2017 - Present*

Greet patients and effectively listen to their needs. Assist with staff scheduling and timekeeping. Collaborate with all clinic providers assisting with schedules and patient issues. Ensure all paperwork is properly completed. Maintain an accurate and complete medical record system. Coordinate specialist referrals.

- Create and distribute 3,000+ marketing brochures increasing patient visits
- Continually improving design and development of aesthetic / welcoming new office environment

## VOLUNTEERISM

### VOLUNTEERISM

#### Special Events Volunteer

*Community Food Bank, Fresno, CA | Winter Breaks 2016 - Present*

Oversee event setup and ensure guest needs are met.

## HEADING

### Sunny Sunbird

(559) 777-0000 | [sunnysunbird@gmail.com](mailto:sunnysunbird@gmail.com)  
[linkedin.com/in/sunny-sunbird](https://www.linkedin.com/in/sunny-sunbird) | Reedley, CA

## PROFILE/SKILLS

### Physical Therapy Aide

Kinesiology-Pre-Physical Therapy and Spanish major graduating May 2022. Experienced in providing first aid treatments to high school athletes and guiding prevention, care, and rehabilitation of sports injuries. Proven ability to develop effective relationships, quickly adapt to new situations, and manage projects in fast-paced environments. A passion for helping others with effective leadership skills. Fluent in Spanish and proficient in Microsoft Office Suite.

#### SKILLS

Organization, teamwork, interpersonal skills, leadership, adaptability & flexibility, willingness to learn, creativity, time management, digital technology skills, problem-solving, oral & written communication, detail-oriented

## EDUCATION

#### EDUCATION & CERTIFICATIONS

#### Bachelor of Science, Kinesiology-Pre-Physical Therapy

#### Bachelor of Arts, Spanish

FRESNO PACIFIC UNIVERSITY, FRESNO, CA | EXPECTED MAY 2022 | GPA 3.55

**Awards:** President's Academic Scholarship based on Academic Merit | 2019 – PRESENT

Samaritan Scholarship | 2019 – PRESENT

Highest Honors Academic Achievement Award | 2019, 2020

Outstanding Graduate | 2022

#### Certified Nurse's Assistant (CNA)

REEDLEY HIGH SCHOOL, REEDLEY, CA | VALID THROUGH 2024

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

AMERICAN RED CROSS, FRESNO, CA | VALID THROUGH 2024

## EXPERIENCE

#### RELEVANT EXPERIENCE

#### Student Athletic Trainer Aid (Internship)

REEDLEY HIGH SCHOOL, REEDLEY, CA | 2017 – 2019

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

- Completed 450+ hours of athletic training internship shadowing experience
- St. Francis High School Sports Medicine Competition, Pasadena, CA – 3<sup>rd</sup> place | 2019
- Fresno County Career Skills Challenge, Fresno, CA – 3<sup>rd</sup> place | 2019
- AACI National High School Sports Medicine Championships – 5<sup>th</sup> place Jaybird-Mais Division | 2018

#### OTHER EXPERIENCE

#### Peer Mentor

FRESNO PACIFIC UNIVERSITY, FRESNO, CA | 2019 – PRESENT

Guide freshmen students, including first-generation and undocumented students, to navigate higher education system. Serve as a support network and provide academic resources.

- Manage caseload of 20 college students, increasing weekly developmental mentorship engagements

#### ALAS Intercultural Learning Center Assistant

FRESNO PACIFIC UNIVERSITY, FRESNO, CA | 2018 – PRESENT

Provide a welcoming environment to students. Maintain a clean, organized office. Perform office clerical duties, coordinate events, maintain supply inventory and office equipment.

- Improve Center's student capacity by 25% by creating and implementing strategic plan and room restructure

#### COMMUNITY ENGAGEMENT

#### Discoverer Health Care Volunteer

ADVENTIST HEALTH CENTRAL VALLEY NETWORK, FRESNO, CA | 2018 – PRESENT

Volunteer at the local Hospital in order to shadow doctors and learn about the medical field as well as help with basic patient care.

- Completed 216 hours

## VOLUNTEERISM



## HEADING

### Anne Jones

(559) 123-4567 | [Anne.Jones@gmail.com](mailto:Anne.Jones@gmail.com) | [linkedin.com/in/JonesAnne](https://www.linkedin.com/in/JonesAnne) | Sacramento, CA

## PHYSICAL EDUCATION TECHNICIAN

## PROFILE/SKILLS

Highly enthusiastic physical education professional with proven ability to maintain effective relationships with students, parents and school stakeholders. Experienced and capable to supervise students during physical education activities. Competent in the development and implementation of creative lesson plans and activities to maximize learning and student engagement. Recognized as a dependable, conscientious and ethical professional.

- Conflict Resolution
- Creative Thinking
- Interpersonal Skills
- Collaboration & Teamwork
- Classroom Management
- Relationship Building
- Communication
- Caring & Inclusiveness
- Organization
- Leadership Skills
- Lesson & Curriculum Planning
- Assessment & Coaching

## EDUCATION

### EDUCATION & CERTIFICATIONS

#### **Bachelor of Arts-Kinesiology, Physical Education Teaching**

##### **Minor-Coaching**

FRESNO PACIFIC UNIVERSITY, FRESNO, CA | EXPECTED DECEMBER 2022

AWARDS: PRESIDENTS' SCHOLARSHIP DUE TO ACADEMIC MERIT | 2019 – Present

GPA: 3.9 | 90 College Credits

#### **Cardiopulmonary Resuscitation (CPR), & First Aid Certified**

AMERICAN RED CROSS, FRESNO, CA | VALID THROUGH 2023

## EXPERIENCE

### WORK EXPERIENCE

#### **Special Education Paraprofessional**

LONE STAR ELEMENTARY SCHOOL | FRESNO, CA | February 2021 – Present

Provide academic support to a group of 5 students. Collaborate with Resource Teacher to accommodate students' needs and implement specialized learning activities that are linguistically appropriate. Monitor and report students' behavior to Resource Teacher. Implement and model behavior expectations in and out of the classroom. Supervise students during sports and exercise activities.

- Increased students' reading levels by 5%.

#### **Math Tutor**

FRESNO PACIFIC UNIVERSITY | FRESNO, CA | September 2020 – January 2021

Planned math-guided lessons for 40+ college students attending the Academic Success Center weekly. Assessed and clarified math concepts with students. Mentored students on note taking, and study skills.

- Completed Tutoring training and participated in staff development conferences.

#### **Teacher Assistant**

STOREY ELEMENTARY, SACRAMENTO, CA | May 2020 – July 2020

Assisted Physical Education Teacher in the implementation of the Perception Motor Program for 28 Kindergarten students. Followed the program curriculum to implement exercise activities to improve students' fitness, balance, and gross motor skills. Taught parents to continue the development of gross motor skills into their children's daily activities.

- Increased parent involvement through the implementation of the program.

### VOLUNTEER SERVICE

#### **Assistant Coach**

YOUTH SOCCER LEAGUE | SACRAMENTO, CA | Summer Breaks 2021 – Present

Coach 20 children on conditioning exercises and warmups. Assist soccer coach during games with children. Create league promotions for social media platforms.

## VOLUNTEERISM