

RESUME TUTORIAL

Chronological Format

Your Name
Street Address
City, State Zip
Student@hartnell.edu
Contact Phone

Use an appropriate email and voicemail.

OBJECTIVE

If included, it should be specific to the job you are applying for

QUALIFICATIONS

- Number of years of relevant experience, noting skills gained
- An important accomplishment that directly relates to the job
- A quality or characteristic of yours that supports this goal

A Qualifications section is optional. Use only if you have significant skills that relate to the job description.

EDUCATION

Hartnell College

Associate of Arts/Science, Name of Major
Minor or Concentration
Overall GPA and/or Major GPA

Graduation date: Mo/Yr

Related Coursework: Course Title, Course Title, Course Title

EXPERIENCE

Position Title

Mo/Yr – Mo/Yr

Company/Organization Name, City, State

- Use bullet points to describe your accomplishments (paragraphs can work as well, although bullets will lead the reader's eyes easier)
- Always start your statement with "action verbs" – add adjectives to emphasize
- State an accomplishment that demonstrates your skills in this field/position
- Illustrate a problem you solved using relevant skill(s) and the results
- An example of when you used your skills to positively affect the organization, the bottom line, your boss, or your clients

Leadership Title

Mo/Yr – Mo/Yr

Student Organization, School

- A project you're proud of that supports your objective
- Quantifiable results that point out your skills
- Awards, commendations, publications, etc. that speak to your accomplished skill

Volunteer Title

Mo/Yr – Mo/Yr

Community Service Organization, City, State

- Be consistent with punctuation and format
- Use present tense verbs for current positions and past tense verbs for previous positions

LEADERSHIP

Title, Student Organization Name, School

Mo/Yr – Mo/Yr

Volunteer, Community Organization, City State

Mo/Yr – Mo/Yr

SKILLS

- Demonstrated experience with...
- Proficient in...

Other Possible Section Headings
Research Volunteer
Professional Affiliations
Interests

RESUME SAMPLE

Chronological Format

Jane Panther

1234 Main St. Salinas, CA 93901
(831) 555-5555 student@hartnell.edu

EDUCATION

Hartnell College

(12/14)

Major: Associate of Science Degree in Biology
GPA: 3.54

Coursework: General Chemistry, Organic Chemistry, Biology, Biology of Human Reproduction, Comparative Endocrinology, Hormones and Behavior, Physics, Calculus

LAB SKILLS

Nuclear Magnetic Resonance	Thin Layer Chromatography
Mass Spectrometry	Polymerases Chain Reactions
Gel Electrophoresis	Dissection
Organic Synthesis	

Include a summary of lab skills for an employer to quickly showcase your skills.

EXPERIENCE

Chemistry Tutor

(9/12-Present)

Tutorial Center, Hartnell College

- Work with a team of experienced students to tutor both individually and in groups in subjects such as General Chemistry and Organic Chemistry
- Prepare mock lectures to teach complex Organic Chemistry reactions to Hartnell students
- Develop original problem sets to further illustrate concepts; well-received by students

Grader (Chemistry lab)

(9/11-5/12)

Hartnell College, Salinas, CA

- Meticulously checked and graded over 100 lab books per week, paying close attention to details and returning to professor on time each week

VOLUNTEER

Volunteer, Urgent Care at Salinas Valley Memorial Hospital

(7/12-Present)

Salinas Valley Memorial Hospital, Salinas

- Using care and compassion, assist healthcare providers and nursing staff with patient care
- Direct patients and their families to specific departments of the hospital, answering questions and making referrals to other departments
- Monitor the health conditions of patients in the waiting room and report any dangerous changes in the health or behaviors of the patients to nurses

Volunteer, Vitas Innovative Hospice Care

(7/12-Present)

Various Locations, Salinas

- Assist elders with their daily needs related to mobility, food-serving, and cleanliness
- Aid in emotional and spiritual support for patients with life-limiting illness and bereavement support for families
- Prepare weekly reports for Hospice Care regarding behavioral and physical changes of elders

Related volunteer work can show both applied knowledge and care for the community.

COVER LETTER

Suggested Content & Layout

The following is intended as a guide. Cover letters should be unique and original.

Your Name

Street Address | City, State Zip | (Area Code) Phone Number | student@hartnell.edu

Month Date, Year

Employer's Name
Position or Title
Company Name
Employer Street Address/ P.O. Box
City, State Zip Code

The simplest way to lay out your cover letter is to align all text to the left. Not only is it simple, but it looks professional and polished.

Dear Mr./Ms./Dr. Last Name of Addressee:

(Note: if no name is available use a generic title such as Human Resources Manager, Selection Committee or search LinkedIn for a HR contact name)

Opening Paragraph

State the position you are applying for, how you found out about it, and ask for consideration based on your skills and experience you have to offer. If you were referred by someone, state that here. Make a general statement about being a good candidate for the job.

Middle Paragraph(s)

In this section, you want to build a connection between the company's needs and your background and skills. Explain why you have targeted this particular organization. Stress what you have to offer, not what you want from them. Identify those parts of your experience that will interest THIS employer. You can draw attention to relevant course work, special projects and campus activities if they show direct relationship to this position. Do not restate what's in your resume, rather expand upon a specific project or accomplishment.

Closing Paragraph

Restate your interest in this position and how your unique qualifications fit the position. Request an interview, or tell the reader that you will contact him/her soon in order to schedule a mutually convenient time to meet. Thank the reader for his/her time and consideration.

Sincerely,

Your Signature

Type your name

COVER LETTER

For an Existing Opening

The following is intended as a guide. Cover letters should be unique and original.

John Panther

345 Channing Way Apt #101 • Salinas, CA 93901 • 831-555-5555 • student@hartnell.edu

October 1, 2013

Patricia Scott
Director, Human Resources
Yahoo!
896 Mission College Blvd.
Santa Clara, CA 95003

Dear Ms. Scott:

I am excited to submit my application for the Training Specialist position I saw listed in Callisto. I am confident that my qualifications for this position merit your consideration.

As you can see from my resumé, I will complete my associate's degree in Business Administration from Hartnell College in May 2014. While this degree has provided me with a strong background in many aspects of business, it has also given me the opportunity to demonstrate my abilities through practical experience.

As a Training Department Intern with CSUMB, I was responsible for a new computer software education program. This project allowed me to develop and refine my training and organizational skills while designing a program to teach basic software applications to users with limited experience working with computers. The success of this program has been so overwhelming that the department has integrated it into their new staff training course.

Although the enclosed resumé thoroughly outlines my education and experience, I would appreciate the opportunity to demonstrate in an interview my knowledge of employee training and development, initiative, and interpersonal skills. You can contact me at (650)555-5555 to set up an interview. I look forward to hearing from you soon.

Sincerely,

John Panther

Enclosure

VERB LIST FOR RESUMES & LETTERS

Management

administered
analyzed
assigned
attained
chaired
consolidated
contracted
coordinated
delegated
developed
directed
evaluated
executed
improved
increased
organized
oversaw
planned
prioritized
produced
recommended
reviewed
scheduled
strengthened
supervised

Communication

addressed
arbitrated
arranged
authored
collaborated
convinced
corresponded
developed
directed
drafted
edited
enlisted
formulated
influenced
interpreted
lectured
mediated
moderated
negotiated
Persuaded
promoted
publicized

reconciled
recruited
spoke
translated
wrote

Research

clarified
collected
critiqued
diagnosed
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
organized
reviewed
summarized
surveyed
systematized

Technical

assembled
built
calculated
computed
designed
devised
engineered
fabricated
maintained
operated
overhauled
programmed
remodeled
repaired
solved
upgraded

Teaching

adapted
advised
clarified
coached
communicated
coordinated

demystified
developed
enabled
encouraged
evaluated
explained
facilitated
guided
informed
instructed
persuaded
set goals
stimulated
trained

Financial

administered
allocated
analyzed
appraised
audited
balanced
budgeted
calculated
computed
developed
forecasted
managed
marketed
planned
projected
researched

Creative

acted
conceptualized
created
customized
Designed
developed
directed
established
fashioned
founded
illustrated
initiated
instituted
integrated
introduced
invented

originated
performed
planned
revitalized
shaped

Helping

assessed
assisted
clarified
coached
counseled
demonstrated
diagnosed
educated
expedited
facilitated
familiarized
guided
motivated
referred
rehabilitated
represented

Clerical or Detail

Oriented
approved
arranged
catalogued
classified
collected
compiled
dispatched
executed
generated
implemented
inspected
monitored
operated
organized
prepared
processed
purchased
recorded
retrieved
screened
specified
systematized
tabulated

validated

More Verbs for Accomplishments

achieved
expanded
improved
pioneered
reduced (losses)
resolved
(problems)
restored
spearheaded
transformed

***Bolded** words are
especially strong
verbs to accentuate
achievements.*

from **The Damn
Good Resume
Guide**
by Yana Parker,
Berkeley: Ten
Speed
Press