

**Workforce Innovation & Experiential Learning (WIEL) Center
North Hennepin Community College**

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4. . Record your most recent education first, including the degree type, name of the program of study/major, GPA if it is greater than 3.4, date (or anticipated date) of graduation, as well as the school name, city, and state where the credential was obtained. You may reference classes that are relevant to the job application (under a subheading of " Course Highlights") or additional academic information, including honor societies or other significant achievements. You may include high school information if it is fairly recent and you have an outstanding achievement or experience that is relevant.
5. . Your previous work experience includes paid employment, volunteer work, internships, and tutoring; in fact, any experience that demonstrates to the employer that you have transferable skills that would benefit the organization. Organize work experience in reverse chronological order, that is, the most recent experience comes first. Include the name of the employer, the city and state, your job title (indicate if the position was an internship or volunteer opportunity), the dates you were employed, and a brief description of activities/experience/ accomplishments, starting each idea with a strong action verb (see ***Skill-Specific Action Words*** on page 9). Use the present tense for the current job and past tense for all other experiences. If there are chronological gaps or work history that is less than one year that you want to leave out, include the word " Relevant" in the title, which assumes there is experience not included.
6. . If there is information that you feel is important to share with the employer, and it does not fit into the above categories, then create additional headings,

D

The employer needs to be able to easily contact you for an interview or to ask follow up questions. Most often an application will ask for your street address, so consider leaving it off your resume for security purposes, especially when posting to an online job board. Include your full address on your cover letter or when applying directly to the employer. Add your personalized LinkedIn address, if applicable.

Below

The profile statement clearly summarizes your next career goal, highlighting your most important skills and qualities that are relevant to the job. It should be no more than three or four short sentences and may include a job title or function area in which you wish to work. Make notes of your own goals and skills below. The examples provided demonstrate information that an accounting graduate or computer science student might consider using. Record your own information in the spaces provided, use it to create a compelling profile statement.

Job Target or Goal may include a job title, the job function, or preferred industry. Examples:

Job Title/Goal –

Job Function

Industry

List all the schools, colleges, trade schools, business schools, and adult education programs you have attended. High school is typically not included. Begin with your current or most recent education (usually North Hennepin Community College). For each institution provide the following information:

School Name, City and State

Type of Degree (AA/AS/AAS/AFA) or Certificate

Full name of the p

Gather your employment history, beginning with your most recent employer. You may want to include summer, temporary, part-time, internship, and volunteer work, but indicate if the position is not a permanent position. Make as many copies of this worksheet as you need to document information of your work experiences. As a general guide, you should include your past ten years of work experience or your three most recent jobs. Start by documenting your most recent job, entering information in the box below:

N C N N	City and State
	Start Date (month/year) – End Date (month/year)

Well-written bullet points, describing what you have done throughout your work experiences, are key in letting potential employers know what you have to offer. A strong bullet point offers enough detail about your qualifications for the job, using action words (verbs) that describe your transferable skills, details of the tasks completed, and/or result of these actions. Here are two approaches to structuring concise bulleted information to show case your skills and accomplishments:

N	N A	N A
Developed	excellent interpersonal communication skills	by meeting the needs of hundreds of guests in a fast-paced environment.

Developed excellent interpersonal communication skills by meeting the needs of hundreds of guests in a fast-paced environment.

Example 2 (showing leadership skills):

N	N A N	C N
Coordinated	Student Volunteer Club meetings and activities	promoting positive relationships between campus and community.

Coordinated Student Volunteer Club meetings and activities, promoting positive relationships between campus and community.

Transfer employer/job title information from the top of the worksheet and create your own bullets to complete your work experience in the box below (see page 12 for format and layout examples):

N

C N

A

Strengthen the work experience section of your resume by using effective verbs (action words) to

Aim for 3-6 bullet points per job, typically providing more bullets for the most recent/most relevant positions. The following examples from the resumes in this guide show the use of strong action verbs to start each bullet, written as fragmented sentences (which is preferred in resume writing) and avoiding personal pronouns such as *I*. Use bold, capital, and italics to make your section header, job titles and employers stand apart, and include dates of employment and location of employer. Example 1:

RESUME SAMPLE 1

F C D

LinkedIn.com/in/jessefischer

(763) 222-4323

jfischer11@gmail.com

Recent college graduate with 5 years' customer service and administrative experience pursuing entry-level position. Committed to supporting community healthcare as an accounting professional, demonstrating the following competencies:

- Microsoft Word, Excel, PowerPoint, Access
- Managerial and Financial Accounting
- Detail oriented; strong time management
- QuickBooks; Payroll Accounting
- Inventory Management
-

RESUME RESOURCES

The following are additional resources for resume samples and helpful tips to create the perfect resume.

Visit the WIEL Center's D2L site to watch a series of short videos on resume and cover letter writing, learning about LinkedIn, and other career development topics. There are also career readiness competency modules you can complete to earn a digital badge for each. Visit the CAREERwise website at www.careerwise.minnstate.edu, select the _____ tab and go to the link for _____

Stop by the Workforce Innovation & Experiential Learning (WIEL) Center located in LRC 153-155 to obtain resume samples and other printed resources.

Attend a resume writing workshop (check the scheduled events in D2L or www.nhcc.edu/wfinnovation).

Meet with WIEL staff to receive comprehensive feedback on your resume draft. Call 763-488-0445, email workforceinnovation@nhcc.edu, or visit the WIEL Center in LRC to schedule a time.