

Resume Guide

This handout serves as a guide for developing your resume. As you develop your resume, consider these questions:

1. What do you want to communicate about yourself as a professional?
2. Who is your primary audience and what do they need to know about you?
3. What skills do you want to highlight?

Easy to read font like Times New Roman, Arial, or Helvetica; 10 -12 font size; 0.7-1.0-inch margins

Use a professional email address and include your LinkedIn

Your Name
City, State Phone Number Email LinkedIn

EDUCATION
Degree: Major
University
Graduation date
GPA

WORK EXPERIENCE
Job Title
Organization/ Company
Month/Year – Month/Year
•
•
•

Job Title
Organization/ Company
Month/Year – Month/Year
•
•
•

LEADERSHIP EXPERIENCE
Role/Title
Organization/ Company
Month/Year – Month/Year
•

SKILLS
•
•

Proofread spelling and grammar

Make sure your resume focuses on skills and accomplishments that reflect the job description

Length: 1 full page for undergraduates, 2 pages for graduates (always read instructions first!)

Anna Diego

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EDUCATION

Bachelor of Science: Public Health

San Diego State University

May 2022

GPA: 3.85

WORK EXPERIENCE

Intake Specialist Intern

Jan. 2020- Present

Youth and Family Services

- Coordinate small group weekly activities for youth to help with life and social skill development
- Collaborate with a team of 8-10 volunteers and create educational exercises to encourage academic growth of middle school children
- Shadow staff in individual and small group counseling sessions and observe techniques to help children and youth with a variety of personal and academic challenges

Sales Associate

Mar. 2018 – Nov. 2019

H&M

- Utilized excellent product knowledge while working with customers to assist with merchandise selection
- Accurately processed purchase and return transactions following all policies and procedures resulting in precise quarterly reports
- Received merchandise and conducted inventory counts to ensure all merchandise is properly entered into the system

Team Member

Feb. 2017- Jan. 2018

Jamba Juice

- Ranked first in district sales competition by using persuasive communication skills and product knowledge to promote store specials and meal combinations
- Demonstrated team-centered approach by initiating collaboration with team members to ensure quick and accurate service

COMMUNITY SERVICE EXPERIENCE

Volunteer

Mar. 2020- Present

American Red Cross

- Work collaboratively with the medical and counseling teams to develop and execute programs and services to enhance COVID 19 awareness
- Design marketing material for multiple social media platforms to provide resources and practices regarding reducing transmission

SKILLS

- Bilingual in Spanish (read, write, speak)
- Proficient in SPSS