



Resume Guide

The goal of your resume is to convince an employer you're worth interviewing. In thirty seconds or less, most employers decide whether to consider applicants for employment. Tailor your resume to the specific position for which you're applying and present your most relevant skills, experience, and achievements. Your resume's content must be clear, compelling, and free of writing errors.

Consider Style and Format

- Your resume should be clean and in a user-friendly format
- Make information pop by experimenting with **bold** and *italic* typeface
- Use headings to organize information (e.g. "Education," "Certifications," and "Professional Experience")
- Bullet points help communicate job responsibilities in a concise manner
- List your positions in reverse chronological order
- Stick to the one-page limit

Enhance Your Content

- Use strong action verbs and dynamic language
- Reframe the bullet point to describe your accomplishment or the skills you gained rather than the task you performed
- For every job responsibility or task you list, ask yourself: "What was the result of this work? How did I make an impact?"
- Quantify your results by including specific numbers (20 volunteers trained, 100 people recruited to an event)
- Put the most impressive item about each position at the top of the list

Take Your Resume to the Next Level

- Consider adding a profile or summary section at the top that offers a brief introduction
- Add functional skills (e.g., project management, business development) to your "Skills" section
- If you've received honors or awards, you could create a dedicated section to spotlight those accolades
- Explore graphic resumes that use eye-popping colors and icons (make sure it's not too distracting)

Name

City/State (optional) • Email Address • Phone Number • LinkedIn profile (optional)

EDUCATION

University Name, Location

Month and Year of Graduation

Degree and field of study (e.g. Bachelor of Science in Construction Management)

Minor:

GPA (if 3.5/4.0 or higher):

- Optional items: study abroad, relevant coursework, academic honors

PROFESSIONAL EXPERIENCE

Title, Organization Name, Location

Dates of Employment (Month and Year)

- Specific and relevant accomplishments, projects, or experiences beginning with action verbs related to the job description, expected duties, and transferrable skills
- See above
- See above

Title, Organization Name, Location

Dates of Employment (Month and Year)

- Specific and relevant accomplishments, projects, or experiences beginning with action verbs related to the job description, expected duties, and transferrable skills
- See above
- See above

CAMPUS AND COMMUNITY SERVICE

Title, Organization Name, Location

Dates of Participation (Month and Year)

- Specific and relevant accomplishments, projects, or experiences beginning with action verbs related to the job description, expected duties, and transferrable skills
- See above
- See above

Title, Organization Name, Location

Dates of Participation (Month and Year)

- Specific and relevant accomplishments, projects, or experiences beginning with action verbs related to the job description, expected duties, and transferrable skills
- See above
- See above

SKILLS

Computer: List software, social media tools, databases, statistical analysis tools, and other technical programs

Language: List language(s) and level(s) of proficiency

Ben Jones

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EDUCATION

Morgan State University, Baltimore, MD
Bachelor of Science in Construction Management

May 2021

Relevant Coursework:

- Sustainable Construction Practices
- Construction Operations
- Construction Project Management
- Site Planning and Surveying

CERTIFICATE

Certified Construction Manager (CCM) — Construction Management Association of America

October 2021

PROFESSIONAL EXPERIENCE

Construction Management Intern, **ABC Construction**, Baltimore, MD

January – May 2021

- Assisted the Project Manager in planning, documentation, and implementation of projects.
- Accomplished sub evaluations/comparison of bids, scope review, and complete buy as requested.
- Ensured contracts, insurance, and bonds are current and received before the subcontractor performs any work.

Associate, **Amazon**, Hagerstown, MD

April – December 2020

- Assisted warehouse operations and overall production between departments.
- Improved performance for customer fulfillment based on management standards.
- Performed daily janitorial and building maintenance duties.

Recreation Assistant, **PG County Parks and Recreation**, Hyattsville, MD

May – August 2019

- Coordinated daily operations at three facilities, including serving 200+ guests at check-in desks.
- Handled financial transactions for guests buying or renewing memberships and guest passes.

COMMUNITY SERVICE

Volunteer, **Habitat for Humanity**, Orlando, FL

March 2019

- Created stone pathways and installed sheet rock for a new condo community.
- Organized the Habitat for Humanity ReStore and assisted donors dropping off new and used goods for resale.

Coach, **Youth Sports Organization**, Silver Spring, MD

May – August 2018

- Instructed 20 middle school students on two baseball teams and led practice sessions three times per week.

SKILLS

Industry: Blueprint Reading, Inspection Principles, OSHA Compliance, CPR & First Aid

Language: Conversational Spanish

Jessica Wilson

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EDUCATION

Drexel University, Philadelphia, PA
Bachelor of Science in Real Estate Management
GPA: 3.8

May 2022

Relevant Coursework:

- Sustainability in the Built Environment
- Real Estate Finance
- Behavioral Economics
- Real Estate Investment and Asset Management

PROFESSIONAL EXPERIENCE

Real Estate Management Intern, **ABC Realty**, Philadelphia, PA

January – May 2021

- Performed property inspections on a regular basis; made recommendations to maintain and enhance the assigned property portfolio
- Managed vendor relationships and trained vendors on work order and billing procedures
- Created a marketing program to establish the realty's presence on social media platforms

Social Media Manager, **Compass Real Estate**, Pittsburgh, PA

May – August 2019

- Developed and managed online marketing campaign for 50 clients, driving brand awareness, engagement, and website traffic
- Designed flyers, social media posts, and emails targeting prospective clients

CAMPUS AND COMMUNITY SERVICE

Food Distribution Volunteer, **Philabundance**, Philadelphia, PA
Present

March 2020 -

- Distributed 300+ bags of food at weekly drive-through events and at the food bank
- Collaborated with staff and volunteers to unpack and sort inventory

Social Media Coordinator, **Undergraduate Women in Real Estate**, Drexel University August 2019 - May 2020

- Integrated members' feedback to develop social media campaigns to support organization's initiatives
- Tracked and reported success of social media campaigns using student engagement data

TECHNICAL SKILLS

- Microsoft Office Suite
- Google Suite
- Salesforce
- Asana
- Trello
- Social Media: Instagram, Facebook, TikTok