

Kansas State University Career Center



The Career Center facilitates the career readiness of all students throughout the K-State community.

@kstatecareer

Purpose of a Resume

- Provide evidence for why you are the best candidate
- Show results
- Demonstrate progression in career

Jane Smith
Address Line 1, Address Line 2, City, State Zip * (313) 256-1414 * jane.smith@gmail.com

CAREER OBJECTIVE

Administrative Assistant with 6+ years of experience working directly for the President of 3M Inc., a Fortune 500 company. Possesses impeccable written and verbal communication skills and excellent interpersonal skills.

CORE COMPETENCIES

- Customer Service
- Cost Efficient
- Detailed and Organized
- Supplier Relationship

PROFESSIONAL EXPERIENCE

3M INC., New York, NY
Administrative Assistant, Apr 2006 - present

- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.
- Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees and boards of directors.
- Coordinate and direct office services, such as records, departmental finances, budget preparation, personnel issues, and housekeeping, to aid executives.
- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software.

FLORIDA DEPARTMENT OF SOCIAL SERVICES, Orlando, FL
Rehabilitation Counselor, Aug 2004 - May 2006

- Confer with clients to discuss their options and goals so that rehabilitation programs and plans for accessing needed services can be developed.
- Prepare and maintain records and case files, including documentation such as clients' personal and eligibility information, services provided, narratives of client contacts, and relevant correspondence.
- Develop and maintain relationships with community referral sources, such as schools and community groups.
- Analyze information from interviews, educational and medical records, consultation with other professionals, and diagnostic evaluations to assess clients' abilities, needs, and eligibility for services.

EDUCATION

FLORIDA STATE UNIVERSITY, Orlando, FL
Bachelor of Art in English, May 2004

- GPA: 3.3/4.0
- Published in school's newspaper editorial
- Summer Internship for the New York Times

ADDITIONAL SKILLS

- Proficient in Microsoft Office and Adobe Illustrator CSS
- Bilingual Spanish and English
- Employee of the Month for 3 consecutive months in H&M
- Won the "Writer's Digest" 2002 Award
- Awarded an employee travel award due to "Performance Excellence" 2 years in a row through 3M Inc.



Inventory Your Experiences

List all paid/unpaid experiences (last 7-10 years)

- Education
- Jobs (paid/unpaid)
- Internships
- Volunteer Work
- School Activities
- Research or Significant Class Projects
- International Experience
- Languages
- Certifications + Trainings

Inventory Your Skills

How do you gain transferable skills?

- Coursework
- Involvement
- Research
- Internships & Jobs
- Life Experiences

Figure 1: Attributes Employers Seek on a Candidates Resume

ATTRIBUTE	% OF RESPONDENTS
Problem-solving skills	82.9%
Ability to work in a team	82.9%
Communication skills (written)	80.3%
Leadership	72.6%
Strong work ethic	68.4%
Analytical/quantitative skills	67.5%
Communication skills (verbal)	67.5%
Initiative	67.5%
Detail-oriented	64.1%
Flexibility/adaptability	60.7%
Technical skills	59.8%
Interpersonal skills (relates well to others)	54.7%
Computer skills	48.7%
Organizational ability	48.7%
Strategic planning skills	39.3%
Creativity	29.1%
Friendly/outgoing personality	27.4%
Tactfulness	22.2%
Entrepreneurial skills/risk-taker	19.7%
Fluency in a foreign language	4.3%



How do I know what skills to include?

1. Check the job description
2. Think about the skills needed in a specific graduate/medical program
3. Ask others who are familiar with that employer/school
4. Look at the descriptions for similar positions in that industry

Formatting

- # of pages
- Use of color
- Margins
- Bullet points vs. paragraphs
- Spacing on page
- Date format + location of dates
- Use of bold + italics
- Font = 10+ and simple

WILLIE WILDCAT

555 Wildcat Way, Wildcatville, KS 5555 • (555) 555-5555 • wwildcat@ksu.edu

EDUCATION

Kansas State University, Manhattan, KS

Bachelor of Science in Dietetics

Secondary Major: *Gerontology*; Minor: *Leadership Studies*

May 2016

GPA: 3.95

EMPLOYMENT

Kansas State University Housing and Dining, Manhattan, KS

August 2013-Present

Derby Dining Center – Server

- Collaborate with 20-25 employees to provide three daily meals for 700+ students
- Measure food temperatures; Follow safety and sanitation protocol for food preparation, service, and storage
- Suggested changes to allergy menu based on student feedback which were implemented in January 2015

Leading Age Kansas, Topeka, KS

May 2015-July 2015

Intern

- Coordinated special projects for educational convention and expo to promote the future of aging services

K-State Research and Extension, Olathe, KS

May 2014-August 2014

Intern

- Developed and implemented class on advanced directives for assisted living residents
- Wrote articles with emphasis on aging for Johnson County KSRE publications and various Facebook posts

Family Caregiver, Manhattan, KS

August 2011-May 2013

Caregiver

- Interacted with two elderly women and their families, assisting in activities of daily living

LEADERSHIP & INVOLVEMENT

Gerontology Club, Kansas State University

July 2014-Present

Treasurer (2013)

- Initiate first year of club open to entire Manhattan community that promotes successful aging
- Provide community advocacy and learning events for Dementia, Alzheimer's, and senior Olympics

Strengths Advocates, Kansas State University

January 2013-Present

President, Founder

- Collaborate with Strengths trained professionals to transition K-State into a strengths based campus
- Build student and faculty partnerships on campus and with Gallup, Inc.
- Pioneered student organization structure; Serve on steering committee; Recruit members; IT integration
- Collaborate with entire campus to organize Strengths week to offer 12 events for student development

Hospice, Manhattan, KS

August 2012-Present

Respite Care Attendee Volunteer

- Provide services to Hospice patients and their families including Parkinson's Ballroom dancing

Alpha Delta Pi Sorority, Kansas State University

August 2012-Present

President (December 2013-December 2014)

- Responsible for 182 sorority members, 33 member officer team, and 7 member executive officer team
 - Facilitate strong communication in weekly chapter, executive committee, and advisor meetings
 - Create strategic plans and goals to ensure chapter growth and increase member ownership
 - Increase officer applicants through marketing strategy and implementation
 - Coordinate the city wide Pain Run philanthropy 5k, raising 8,000+ with 550+ participants the first year
- Director of *Standards and Ethics* (December 2012-December 2013)
- Negotiated consequences for policy breaking, roughly 60 meetings
 - Created senior study mentors and a new system for excuses that increased ownership over obligation
 - Served on executive committee in overseeing strategic direction of chapter

HONORS

Dean of Student Life Outstanding Senior, Top 16 seniors for 2016

April 2016

Dorothy Shaw Leadership Award, Top 25 Alpha Delta Pi members of the nation

June 2015

Ashley Bailey

Graphic Designer
&
Communications
Specialist

Passionate professional with experience in marketing and freelance graphic design. I maintain a calm demeanor under stress and a positive attitude in team environments. Strong oral and written communication skills with ability to build credibility and gain customer respect.

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a.rbai

Education

IE Business School

Master in Visual and Digital Media

Madrid, Spain

Oct. 2014 - July 2015

Kansas State University

Bachelor of Arts in Public Relations

Bachelor of Modern Languages in Spanish

Manhattan, KS, USA

Dec. 2010 - Dec. 2012

Hutchinson Community College

Associate of Arts in Journalism and Mass Communications

Hutchinson, KS, USA

Aug. 2008 - May 2010

Experience

K-State Career and Employment Services

Campus Engagement Coordinator

- Created promotional pieces for events and services including: annual career fairs, job search tools, and specialty programs

- Maintained Social Media accounts using Hootsuite content management tool
- Reorganized webpage content using K-State University's content management system
- Implemented marketing plans and to include an updated branding strategy

Manhattan, KS, USA

Aug. 2015 - Present

AchieveGlobal España

Visual and Digital Media Intern

- Designed a presentation for use at an international conference for 1000 people
- Created visuals for a presentation of 900 John Deere Europe dealership owners

Madrid, Spain

Oct. 2014 - Feb. 2015

Freelance Design

Graphic Designer

- Business Essentials: BouQuetins (Amsterdam, Netherlands); El Kinze de Cuchilleros (Madrid, Spain); GTB Custom Meats (Riley, KS, USA); Steel Kreationz (Randolph, KS, USA)
- Event Design: Mariana Wainstein (Madrid, Spain); Graduation Announcements, Party Invitations

USA and Europe

April 2013 - Present

K-State Career and Employment Services

Marketing Intern

- Created promotional pieces for events and services including: annual career fairs, job search tools, and specialty programs

Manhattan, KS, USA

June 2012 - June 2013

- Served as a member on the Integrated Communications Team
- Designed and published the internal monthly newsletter utilizing Adobe Creative Suite
- Attended training and created the digital signage using FourWinds Interactive Software
- Reorganized web pages using K-State University's CMS web system

Language

English (Native)

Spanish (Advanced)

Portuguese (Beginner)

Software

Photoshop Illustrator InDesign

Prezi Dreamweaver

Other Software: Microsoft Office Suite, Hootsuite, FourWinds Interactive, Turnah Hope Animation

Awards

- Cum Laude Graduation Honors
- Phi Beta Kappa Honorary Academic Society Member
- Awarded Kansas Associated Collegiate Press (KACP) Journalist of the Year (2010), Honorable Mention Page Design (2010), 2nd Place Page Design (2010), 3rd Place Page Design (2010)

Hobbies



My Work

www.abvisuals.me

www.ventureashley.blogspot.com

www.linkedin.com/in/ashleybailey



Errors

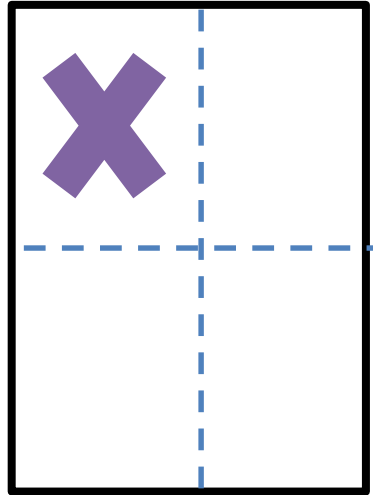
- Spelling + grammar
- Proofread
- Have a critique

Examples of mistakes:

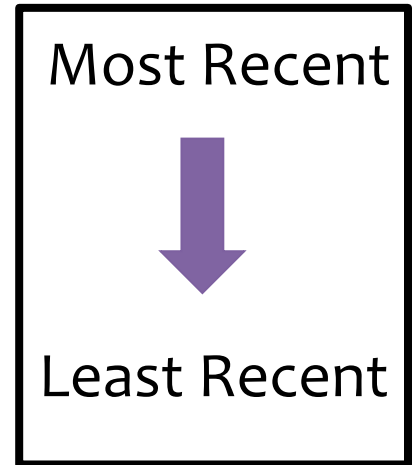
- I have a bachelorette degree
- I love dancing and throwing parties
- Graduated in the top 66% of my class
- I'm a rabid typist

Layout

Include most relevant information to the TOP and LEFT of the page



Within each section include experiences in order of ...





Objective Statements

Now less commonly used (always optional)

When could they be helpful:

- For career changers
- To include a position number from the original posting
- For Career Fairs to specify what you're seeking and when

Example: To obtain a marketing internship for summer 2017

Education



- Institution Name + Location
- Expected Grad Date (not dates of attendance)
- Degree
- Major(s), Minor(s), Options
- GPA if...
- Study Abroad
- Relevant Coursework if...

Kansas State University, Manhattan, KS
Bachelor of Science in Personal Financial Planning
Certificate: Conflict Resolution; Minor: Leadership Studies

May 2018
GPA: 3.7

Education



Attended another college?

- Junior college
- Concurrent credits
- Transfer

Alex Wildcat		
awildcat@k-state.edu	222 West 2 nd Street, Manhattan, KS 66502	(785) 532-5555
EDUCATION		
Kansas State University, Manhattan, KS <i>Bachelor of Science in Kinesiology; Emphasis: Exercise Physiology</i>		May 2017
Johnson County Community College, Overland Park, KS <i>Associate of Science in Business</i>		May 2013

High School

- What to keep, what to let go

How to Write Bullet Points

1. Start with Action Verb (p.9-10)
 - Present tense if you are still doing it (develop, manage, oversee)
 - Past tense if you did it in the past (developed, managed, oversaw)
2. Make specific to position: include Relevant Job Duties + Accomplishments/Results (p.6)
3. Quantify when possible
 - How many people?
 - How much money?
 - What percent?
4. Omit personal pronouns (I, we, they)





Examples of Bullet Points

- Tutored 5 first graders in reading as part of the Children's Literacy Initiative (CLI)
- Collaborated with a teammate to plan basketball workouts and oversee 17 sixth graders
- Recognized by coach for encouraging, leading, and motivating peers during practices

Experience

K-State Rec Services, Manhattan, KS

Sept. 2016 - present

Assistant Building Supervisor

- Attend to operational issues, opened, closed, and ensured the safety and security of a large-scale recreation facility
- Supervise a staff of up to 15 student employees per shift
- Respond to patron questions and concerns promptly
- Oversee membership/access and equipment inventory

GTM Sportswear, Manhattan, KS

Sept. 2015 - Dec. 2016

Marketing Intern

- Developed marketing concepts for local and national campaigns
- Worked in a team of 3 to prepare successful marketing timelines
- Connected with businesses to expand marketing outlets by 10 percent



Other Possible Sections

- Relevant Experience
- Community Involvement
- Honors or Awards
- Languages
- Leadership
- Activities
- Technical Skills
- Projects
- Relevant Coursework
- Certifications
- Research
- Publications
- Scholarships
- International Experience



Do Not Include (in the U.S.)

- Age
- Race
- Religion
- Gender
- National origin
- Martial status
- The word "Resume" as a title
- Availability dates
- Salary history
- Slang
- Self-portraits or photographs
- Physical description of you
- Objective statements
- References (typically go on a separate page)
- Exaggerations or lies

Questions?

K-State Career Center
www.ksu.edu/careercenter
@kstatecareer
785-532-6506

Drop-ins (M-Th, Noon-4pm)
Scheduled Appointments
Online Resources
Handshake Account
Career Exploration
Employer Connections