

# RESUME TIPS

## DELTA COLLEGE CAREER DEVELOPMENT

### HEADER

A designated place to record your name and contact information at the top of the resume. Your name should appear in bold and be written in text that is slightly larger than the rest of the text in order to stand out to the employer. Some formats will offset the name with a line or bar underneath.

Be sure to also include:

1. Your phone number
2. A professional-looking email address
3. Your city and state (Optional)
4. A direct link to your LinkedIn profile (Optional)

### EDUCATION

First, list the name of the school/college, location and state. Underneath the school/college, list the date range, graduation date or if not completed the type of diploma you will receive along with the anticipated graduation date. In addition, vocational certificates, cumulative GPA (if over 3.5) and special honors related to academics can also be listed in this section. Most students list this section near the top of their resume.

### WORK EXPERIENCE

In a Chronological Resume, "Work Experience" is used to list formal and informal work experience. Informal work experience such as babysitting, and/or volunteer work can be captured in this section in addition to any regular employment. Positions listed should include the title of the company, the dates of employment, the title of the position held and a bulleted list that shows the contributions you made as an employee. Accomplishments should be written in terms of achievements, not just duties and responsibilities. Positions should also be listed in reverse chronological order, with the most recent position featured first.

### SKILLS

Are listed or written with bullet points either directly under the summary of qualifications or underneath an appropriately titled section that captures the type of skills being showcased. A featured skills section might include: industry specific skills, technology skills, language skills, communication skills, and other transferable skills desired by employers.

### ADDITIONAL SECTIONS OF YOUR CHOOSING

You can add additional sections to your resume to capture any other experiences you've had that makes you, you! Here you can highlight workplace accomplishments and skills in this section that are relevant to the job posting. Students often highlight academic achievement, extracurricular involvement, leadership and/or volunteer work. Possible titles for additional sections might include: Community Involvement, Extracurricular Activities, Honors, Awards and Recognition, etc.

### SUMMARY OF QUALIFICATIONS & OBJECTIVE STATEMENT

This section belongs on your cover letter.

### REFERENCES

Typically required in the application and should be included in a separate document when requested.

# RESUME EXAMPLE

DELTA COLLEGE CAREER DEVELOPMENT

## STUDENT NAME

City, State | Phone Number | Email Address

### EDUCATION

Name of School/College, University Center, MI

2019 – 2021

Title of the Degree or Certificate

(Dates attended OR Anticipated graduation date)

GPA, Honors, Scholarships, Awards

### PROFESSIONAL CERTIFICATIONS/LICENSURE

Name of Certification

Delta College, University Center, MI

### WORK EXPERIENCE

Employer

City, State

7/2014-Present

Job Title

- List 3-6 job duties in a bullet point list
- These duties should focus on transferable skills and experience relevant to the new job
- Think about what would make you a good fit for the job you're applying for

Employer

City, State

2/2010 - 7/2014

Job Title

- List 3-6 job duties in a bullet point list
- These duties should focus on transferable skills and experience relevant to the new job
- Think about what would make you a good fit for the job you're applying for

Employer

City, State

12/2008 – 2/2010

Job Title

- List 3-6 job duties in a bullet point list
- These duties should focus on transferable skills and experience relevant to the new job
- Think about what would make you a good fit for the job you're applying for

### SKILLS (This section is a good place to include technical highlights)

- Keywords from job posting
- Relevant computer skills
- Skills mentioned in job posting
- Skills specific to the job you're applying for
- Another Key word from job posting
- Soft Skills (communication, teamwork, etc.)

### VOLUNTEER EXPERIENCE

Optional section to consider adding if you have volunteer experience to include

### HONORS AND AWARDS

Optional section to consider adding if you have honors or awards to highlight