

# RESUMES

Plymouth State Writing Center

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# HOW DO I START A RESUME?

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- ✖ Microsoft Office has hundreds of templates to start with and to browse through
- ✖ Pick on that appeals to you (there are no right and wrong templates and you can always change it later)
- ✖ Microsoft even has student templates for current students and recent graduates



	<h1>TARA MCDONALD</h1> <p>[Street Address, City State ZIP Code]   [Email]   [Telephone]</p>
<b>OBJECTIVE</b>	Check out the few quick tips below to help you get started. To replace any tip text with your own, just click it and start typing.
<b>SKILLS &amp; ABILITIES</b>	<p>On the Design tab of the ribbon, check out the Themes, Colors, and Fonts galleries to get a custom look with just a click.</p> <p>Need another experience, education, or reference entry? You got it. Just click in the sample entries below and then click the plus sign that appears.</p>
<b>EXPERIENCE</b>	<p>[JOB TITLE] [COMPANY NAME] [DATES FROM – TO] This is the place for a brief summary of your key responsibilities and most stellar accomplishments.</p> <p>[JOB TITLE] [COMPANY NAME] [DATES FROM – TO] This is the place for a brief summary of your key responsibilities and most stellar accomplishments.</p>
<b>EDUCATION</b>	<p>[SCHOOL NAME], [LOCATION] [DEGREE] You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.</p>
<b>COMMUNICATION</b>	You delivered that big presentation to rave reviews. Don't be shy about it now! This is the place to show how well you work and play with others.
<b>LEADERSHIP</b>	Are you president of your fraternity, head of the condo board, or a team lead for your favorite charity? You're a natural leader—tell it like it is!
<b>REFERENCES</b>	<p>[REFERENCE NAME], [TITLE] [COMPANY] [Contact Information]</p>

Example!



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# **TIPS FOR WRITING RESUMES!**

### **September 2010-Present (School Year)**

interpersonal skills and was able to teach these to others (Powerpoint, Excel, iMovie) and how to use them to locate credible sources. Working evening hours either solo or with another consultant.

### **February 2013- Present (School Year)**

Successful environment in order to meet demand including cash outs and tips.

### **June 2012- August 2013 (Summers)**

Demonstrated leadership in their care and event planning including daily field trips out of state and locally and gained self dependence in stressful situations. Reliability and responsibility.

## **TIP #1**

Things that are most recent typically come first:

- Education
- Work Experiences
- Awards

Not  
consistent

- Possess excellent writing, reading and
- Familiar with computer functions (Microsoft Word, Excel, PowerPoint)
- Relied upon to manage the center

### **Assistant Manager at Mandarin Taste Restaurant**

- Able to perform under pressure and
- Assisted with set up and closing duties
- Acted as manager when needed

## **TIP #2**

Use consistency through your resume:

- If one sentence ends in a period, all should
- If one sentences starts with a verb, then all should be set up that way
- Number of bullets should be the same
- Size, font, bullets, spacing



# TIP #3

Check your resume for:

- Spelling
- Grammar
- Clarity



It may also be beneficial to have someone else check your resume. Friends or the Writing Center can do this for you.

Did you know? Potential employers typically spend less than 30 seconds on a resume. Don't rule yours out by a simple mistake!

## ✖ Use specifics in your resume!

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- + Most resumes aren't longer than one to two pages
- + Student resumes typically are no longer than one page
- + Show abilities, don't just list responsibilities
- + Put the most important information into your resume
- + Create your cover letter and objective around the specific company or industry you are applying for

**TIP #4**



## TIP #5

## CONNECT WITH YOUR POTENTIAL EMPLOYER

- ✖ Highlight points that are specific to your potential industry
- ✖ Put their company into your resume/cover letter
- ✖ Do some research about the company and include it in your cover letter



Still Stuck?

Come to the Writing Center!

We can assist you at all points for the resume process

Call us at 603-535-2831 to make an appointment