

THE BASICS

Resumes 101

Content

- Avoid using templates
- Avoid personal pronouns such as I, me, we, you, they, etc.
- Use keywords from the job description
- Focus on results, outcomes, and accomplishments
- Quantify by using numbers, percentages and dollar amounts

Formatting

- Be consistent in formatting
- Use reverse chronological order within section headings
- Arrange sections and bullets by how important they will be to the prospective employer
- Margins can be .5-1.0 inch
- Line spacing: single; 0.0
- Do not bold or color bullet points

YOUR NAME <---- **Name: 16-18 pt. font, bold**

City, State – Phone Number – Email address <---- **Contact Info: 11-12 pt. font**

PROFILE <---- **Change every time you apply, 3-4 bullets, use keywords tailored to job description**

- Bilingual in Spanish and English with advanced reading and writing skills to communicate effectively with diverse populations
- Awarded employee of the month for 5 consecutive months resulting in promotion to project team leader
- Demonstrated strong written communication skills gained from 3 years' experience as a personal interest writer with *The Highlander* newspaper

EDUCATION <---- **Sections: bold, caps**

Bachelor of Arts, Political Science Use Tab key over to align dates down right side <----> Expected May 2018

Regis University, Denver, CO <---- **All content: 11-12 pt. font**

- Awarded Board of Trustees Scholarship <---- **Only include merit based scholarships**
- GPA 3.5 <---- **Only include GPA if above 3.5**

WORK EXPERIENCE

Regis University, Denver, CO

August 2015 – November 2016

Student Development Associate, Biannual Position

- Enhanced communication skills through the initiation of over 150 cold calls per day to potential donors
- Handled 5 or more complaints per day about financial and institutional issues while maintaining a positive university image
- Provided superior customer service to alumni and parents by competently answering or redirecting various questions
- Established an open and engaging line of communication between the College and its supporters

Regis University Residence Life, Denver, CO

September 2014-May 2015

Desk Assistant

- Monitored common areas of residence hall and responded to resident questions and urgent needs during critical evening hours for 200 freshman students
- Awarded role of trainer for all new desk clerks based on exceptional performance of duties

LEADERSHIP AND SERVICE

Office of Admissions, Regis University, Denver, CO

May 2015 – Present

Ambassador

- Conduct 6 campus tours per week to provide both students and parents with a comprehensive understanding and history of Regis
- Assist in event management and outreach to prospective students resulting in increased event participation by 5%
- Represent Regis at 10+ campus recruiting fairs in order to enhance student awareness of the Regis campus environment <---- **No periods at the end of statements**

Regis University Athletics, Denver, CO

August 2015 – May 2015

Women's Soccer Manager

- Created informational spreadsheets of player statistical data in order for coaches to further assess athletic performance
- Created promotional videos for the Women's Soccer Team increasing game attendance by 10%

Visit the Center for Career and Professional Development in Clarke Hall 214 or at regis.edu/ccpd for more RESUME help!

REGIS UNIVERSITY

CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT

Discovering Opportunities.

Empowering Success.

Effective Bullet Points

Strong Action Verb + Skill Used or Task Completed + Result or Achievement

Examples:

*refer to front for bullet formatting

- **Balanced** cash receipts for a \$6 billion dollar restaurant chain **serving 500 customers per 8-hour shift**
- **Developed** broad range of community business development programs **increasing participation by 40%**
- **Served** as assistant newsletter editor, which **reached 60,000 Coloradans**
- **Conducted 6 campus tours per week** to provide prospective students and parents with a comprehensive history and understanding of Regis University
- **Developed** a brochure to **educate** parents about safe infant and child car seat usage for **county-wide distribution** to ensure compliance with national safety standards

STRONG ACTION VERBS

You Led a Project

- Executed
- Headed
- Orchestrated
- Coordinated
- Oversaw

You Brought a Project to Life

- Created
- Implemented
- Launched
- Spearheaded
- Developed

You Saved Time or Money

- Conserved
- Reconciled
- Diagnosed
- Yielded
- Deducted

You Increased Efficiency, Sales, or Revenue

- Amplified
- Enhanced
- Generated
- Stimulated
- Maximized

You Were a Research Machine

- Analyzed
- Assessed
- Evaluated
- Interpreted
- Mapped

You Wrote or Communicated

- Composed
- Documented
- Edited
- Persuaded
- Promoted

You Oversaw or Regulated

- Delegated
- Ensured
- Inspected
- Monitored
- Verified

You Achieved Something

- Attained
- Completed
- Earned
- Exceeded
- Surpassed

You Improved Something

- Integrated
- Revitalized
- Streamlined
- Transformed
- Updated

You Managed a Team

- Cultivated
- Guided
- Inspired
- Motivated
- Unified

You Brought in Funding or Resources

- Acquired
- Navigated
- Negotiated
- Partnered
- Secured

You Supported Customers

- Advised
- Consulted
- Educated
- Informed
- Resolved

THE BASICS

The Opening Paragraph

- Talk about the specific position you are applying for and how you became aware of it - include referral names
- Explain why you are interested in the position/company - do your research
- Mention any career goals and/or objectives you may have
- Provide your motives for applying to this organization

The Middle Paragraph

- Emphasize your skills to supplement your resume
- Highlight skills and experiences you have that will be valuable to each specific position

The Final Paragraph

- A final summary - tie together your skills with their mission and values
- Wrap up with a strong closing statement that emphasizes what you can do for the company

Cover Letters 101



YOUR NAME <--- Heading should match resume
City, State - Phone Number - Email Address

November 15, 2016

Ms. Sally Johnson
Regional Personal Manager
Practical Media Group <--- Employer contact information
555 Fayette Street
Denver, CO 80918

Dear Ms. Johnson, <--- Use Mr./Ms. and last name; be specific, find who to address letter to

I was enthused to learn about the Social Media Marketing position open at Practical Media Group from the Regis University job board. As an undergraduate student at a Regis University majoring in Business Administration with an emphasis in marketing, I appreciate not only the innovative and unique advertisements your company produces, but also your organization's focus on giving back to the Denver community. I am confident that with my social media experience, strong communication skills, and Jesuit education I will be a good fit for this position and your organization.

As a student employee in the Regis University Center for Career and Professional Development, I performed a variety of tasks that taught me a lot about working in an office environment. Making flyers and handouts was a part of my weekly tasks which helped me improve my graphic design skills and allowed me to receive feedback from both staff and students on which ads were the most effective. I also provided quality customer service for several clients and employers each day refining both my written and verbal communication skills. In addition, I have leadership experience as president of the Business Club. As president of the Business Club it was my responsibility to plan three events a year and allocate responsibilities evenly to club members to ensure the events ran smoothly. I have also completed three years of business and marketing courses that will help me succeed in this position.

Practical Media Group embodies the values, opportunities for growth, and commitment to the community that I have been looking for in a company. I look forward to discussing my experience and qualifications further. Thank you for your time and consideration. <--- Keep Cover Letter font the same style as resume and 11-12 pt. font

Sincerely, <--- Always use sincerely

<--- Space for signature

Your Name <--- Sign using both first and last name

Visit the Center for Career and Professional Development in Clarke Hall 214 or at regis.edu/ccpd for more COVER LETTER help

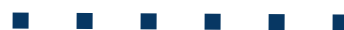


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