Resumes for Recent Grads

S
SeekingSuccess.com

**A Seeking Success.com
Career Guide**

By Tamara Dowling

RESUMES FOR RECENT GRADS

A Seeking Success.com Career Guide

By Tamara Dowling

INTRODUCTION

Congratulations on your new degree! The arduous work is done and now the fun begins. Or, is it the other way around? The resume for a recent graduate is distinctive in structure and content. Most recent graduates are breaking into a new career with limited "real world" professional experience. Often a recent grad has not yet carved a niche and looks forward to a variety of options. Those two scenarios present challenges that can be overcome with the correct resume strategy.

This brief guide walks you through the sections of a resume and provides suggestions for resume content, presentation, and formatting.

START WITH A GOAL

Over the last fifteen years, resumes have evolved to become career marketing documents. Gone are the days when a candidate's resume was merely a chronological representation of work history. Some candidates try to fit in every bit of information hoping to connect with a broader audience. When you try to be something to everyone, you are less likely to be the ideal candidate for anyone. With a goal-oriented resume, you are poised as the ideal candidate.

Some graduates are not sure how to find a well-paying, satisfying job that comports with their field of study, so their goal is nebulous. How do you get started when you don't know exactly where you are going? This will require a bit of research, including informational interviews with professionals in your prospective field. The more informed you are about the landscape of possible jobs, the better your decisions will be.

Your goal does not have to be as narrow as a specific job posting or a single job title. Defining your goal as a job type is sufficient. Based on that job type, you will be able to feature your top skills, expertise, and accomplishments to support that goal. In other words, you demonstrate that you are interview-worthy.

Many recent graduates have a blue sky of career possibilities. What if you have multiple goals? Some

candidates have two or three potential career paths. Those job types may be very different, each requiring a unique resume version. For example, meet Maria Candidate. Maria's three goals are medical device sales, development associate at a non-profit, and commercial real estate sales. She may be qualified for all three and could fit all of that information on one resume. However, Maria will attract more interest with a modified resume version for each goal.

It is possible to write a resume without a goal. However, your response rate will suffer if you launch your job search with an aimless or catch-all resume. An aimless resume rarely hits a target. A catch-all resume, despite its name, does not catch all. It is far more effective to clarify your goal and write a resume with purpose. A great resume always starts with a goal.

APPEARANCE

The appearance of your resume can end your candidacy before it begins. Many times, I will open a resume that is a frightful mess. There I am, facing a dense wall of words, typed in 9-point Arial font and .38 margins all around – not the image you want to portray. A resume with a poor appearance will only be considered if the pool of candidates is very shallow or if the resume is presented by an inside connection. You will not always be that fortunate. Pay attention to your resume structure and style so that it is attractive and easy to navigate.

Choose a font that is easy to read online and on paper. These are a few of my favorites: Candara 11 points, Verdana 10 or 11 points, Garamond 12 points, Calibri 11 points, Book Antiqua 12 points, and Century Gothic at 9 or 10 points. If you are seeking a technical position with a creative element, Century Gothic, Calibri, and Candara are nice choices. If you are more comfortable with a conservative look, you can't go wrong with Garamond. Each of these fonts mentioned above is easy on the eyes.

Allow generous margins all around and adequate spacing between categories. The minimum page margins should be 0.6" all around. If you can afford the space, 0.8" all around is a much nicer look. Allow a full line of space between each category and insert a buffer of two to four points under each category heading. The white space that is created through margins and spacing facilitates smooth navigation of your resume.

If you search online using the term, "one page resume," you will see a variety of advice. The standard advice of most resume experts is to create a resume that includes your top selling points in a concise manner. For most recent graduates or entry-level candidates, that is a one-page resume. As you progress in your career and gain work experience, industry certifications, and specialized skills, a two-page resume will likely be necessary to share your major selling points. Although most recent graduates will have a one-page resume, there are some exceptions in which a multi-page resume is necessary. A

recent graduate with extensive relevant research, publications, posters, presentations, and awards may require a CV format, which is typically a multi-page document.

What about an artistic or graphic resume? There are several terrific websites with generators to create artistic resume formats. These documents include icons, graphics, and color blocks. They are appealing. However, they are not ATS (Applicant Tracking System) friendly. If you want to exhibit your creative side, submit a ATS-friendly resume along with your artistic resume. Another option is to spice up your ATS-friendly resume with color accents. This can be done through a color line under a category header, a thin page border, or subtle shading in a chart. These color accents can make a resume more appealing without affecting ATS compatibility.

Should you include a photo? In most industries including a photo on a resume is uncommon. There are some industries in which a resume is part headshot and part resume or a credits list. This may include broadcasting, modeling, or theatrical arts. In all other cases, skip the photo. Recruiters and hiring managers can see your photo when they visit your LinkedIn page.

Are logos on a resume impressive? Many years ago, some resumes included graphic logos representing industry certifications. That has fallen by the wayside

due to the rise of ATS (Applicant Tracking Systems). Graphics, including photos, can be problematic with some ATS systems. For that reason, many experts recommend submitting a clean resume without graphics, including logos.

ATS AND WHY IT MATTERS

An ATS (Applicant Tracking System) is a software application to facilitate the candidate selection process for employer and recruiters. The system screens, ranks, and tracks candidates. The actions are based on criteria set by the hiring employer or recruiter. Systems also generate emails with pre-screening questions, track responses, and submit interview invitations. According to RecruitingDaily.com, approximately 75% of large employers use ATS and mid-sized employers are also adopting ATS to improve efficiency.

Avoid a PDF format, unless an employer specifically requests it. In the past, it was thought that PDF was a wise choice because a PDF document is unchangeable. Modern ATS are better at reading PDFs. However, some ATS systems don't read PDF files well. It is better to be safe and use the format of choice, Microsoft Word (.doc or .docx) when attaching or uploading your resume. If you use a PDF (after confirming the employer or recruiter will accept this format), create your PDF by saving it as a PDF from a Microsoft Word document. Never scan your resume and send that type of PDF. That

is an image file and is not readable by an ATS. The second acceptable file is a plain text (.txt) format, but, only if the employer requests you to copy and paste your resume into a text field. The plain text resume (AKA text only) is only for that purpose – copying and pasting online.

Begin with a fresh document. In some cases, templates (even those offered by Microsoft Word) may contain formatting codes that hinder the ATS from properly scanning your resume.

Dates on the left of an employer's name or job title may confuse some ATS software applications. Tabbed (floating dates) to the far right can be a problem for other reasons. Enter the employer's name on the left and include the employer's city and state (Standard U.S. Postal codes for states, such as NY, without periods). Place the dates in parenthesis to the right of the employer name or the job title.

Eliminate footers, headers, and text boxes. For some ATS applications, any text within the footer, header, and text boxes will be un-readable. In cases like this, the resume may be removed from consideration.

ATS is designed to help employers screen for ideal candidates. You can help yourself by creating a resume rich with keywords. Context matters, so be deliberate about how you integrate keywords into the profile,

technical skills inventory, experience, and core competencies sections of your resume.

Applicant Tracking Systems vary. Some companies are using recent, sophisticated applications. Others may use applications with limited functionality or less recent technology. My advice is to play it safe to increase your chance of passing ATS screening.

RESUME FILE TYPES

Do you know the appropriate file type for a resume that you plan to attach to an email message? Which file type should you use when a career website requests that you copy and paste your resume into a text box? It can be confusing. If you use the wrong file type, your resume submission may not be successfully uploaded into the employer's system or appear as intended. Or, in some cases, your resume content could be jumbled and bullets could turn into a series of letters and symbols. These descriptions should help you determine the right resume file type for each situation.

Presentation Resume

Application of Choice: Use MS Word to open, view, edit, and save.

Purpose: This file type is for presenting in an interview, attaching to an email message, or mailing via postal mail. Very rarely will you be asked to mail a resume by postal

mail (snail mail). It is named "presentation resume" because it is used to present at an interview. Even though you send a resume when you initially apply, always bring additional copies to the interview just in case those interviewing you don't have a copy on hand.

PDF Resume

Application of Choice: Use Adobe Acrobat Reader to open and view.

Purpose: Only send an employer your PDF resume if the employer states that they can accept this format. Some employers use an ATS (Applicant Tracking System) and not all ATS are compatible with PDFs. You don't want to risk your resume being kicked from the system.

Text Only Resume

Applications of Choice: Use Notepad or WordPad to open, view, edit, and save.

Purpose: This plain text unformatted document is only used for copying and pasting the content into an online text field on a job or company career site. It is a string of plain text. If an employer's career website has instructions to copy and paste your resume online, this is the file type to select.

BREAKING DOWN THE RESUME, SECTION BY SECTION

Headline

A resume headline is optional. The headline may be the most challenging five to seven words to write, however, it can be the most impactful five to seven words on your resume. The good news is that you can recycle that headline and use it on your LinkedIn profile, if you have a singular career goal. A well-written resume headline informs the reader of your top value as it relates to your job target.

There are two approaches. The first approach is to write a phrase, such as: "UCLA MBA with finance and sales experience." The second is to list three or four top attributes or roles, such as: "Financial Analysis | Client Relationship Building | Market Research." If you have multiple career goals, modify your headline for each of your career goals. If you are short on space, integrate your headline into your summary.

Summary vs. Objective Statement

In years past, the objective was the standard way to begin your resume. It was simple back then, you stated your objective, listed your work history and education, and checked your local newspaper for the employment ads. Those days are gone! Today, you need to market yourself. The first rule of marketing is to show how you

fill the needs of the customer. In this case, your target employer is the customer. Objectives are the opposite because objectives state what the candidate wants. That's why in recent years, the summary has become the new standard.

A summary statement (AKA profile) introduces you to the reader. Effective summaries are three to five lines in length. This tightly-written narrative puts your entire resume into context. When writing your summary, share your top values relevant to your target job. Skip the fluffy, over-used adjectives because those phrases waste valuable real estate on your resume and don't provide a return.

If you are tempted to skip the summary on your resume, consider the opportunity that you are missing. This is your opening pitch to convince the reader that you are an ideal candidate and that it is worth their time to continue reading. Don't pass on that chance to clarify your brand and promote the value you offer.

Core Competencies/Areas of Expertise

A core competencies section (or areas of expertise section) is effective because this area can hold keywords that are important for the ATS (Applicant Tracking System) as well as the recruiters who read your resume. This section communicates your major job skills very efficiently. For the recruiter, the section serves as a quick check list for the reader to be sure you possess the

requisite skills. Before a human sees the resume, it is commonly screened electronically by the employer's ATS. The employer sets criteria. If your resume holds the keywords, your resume is more likely to be "found" by the ATS and progress to a human reader.

Each time you customize your resume for a target employer, you can determine the employer's required skills by reviewing job postings. If the postings are brief, you can conduct additional online research to define requirements for your target job. Sources for this information include job sites, such as Indeed.com or Simplyhired.com. Another online resource is the Occupational Outlook Handbook. LinkedIn.com is useful to help you to uncover job postings and to view profiles of candidates who currently hold the job you are seeking.

Identify the relevant skills that you possess. Which skills do you have that match the requirements of your target job? If you need to fill gaps, consider tangential skills. Remember to focus on actual job skills and not soft skills or professional characteristics. For example, rather than writing a soft skill such as "Strong Communicator," use a job skill, such as "Executive Presentations."

In most situations, nine competencies (or areas of expertise) is appropriate. Twelve should be the maximum. Displaying more than twelve can result in

some of the skills being skipped when a reader quickly skims the resume.

Technical Skills Inventory

When reviewing job postings, identify the technical skills required. For example, if you are looking at sales positions, you might see PowerPoint, Salesforce, and Word as requirements. A data analyst may be required to know SAS, Tableau, and Excel. Pay attention because those items are likely keywords. Having more hits means you will be higher on the interview call list.

Create a technical expertise section on your resume. The placement of this section will depend upon your job. If you are not a hands-on user of the technology, you will place the technical expertise section at the bottom of your resume. If you work directly with the technologies as a developer, tester, network engineer or other hands-on technician, you will show those technical proficiencies on page one, near the top, and below your profile section. When presenting technical skills, only show the skills that are relevant to your target job. This does not need to be a historical listing of all you have ever touched. The longer the list, the less prominent your top selling skills will be.

Industry Certifications

There are many technical certifications that serve as a "seal of approval" to show the candidate's knowledge

and capability. In most cases, this section may be placed following education. For recent graduates with limited work history, a certification can help you get your foot in the door for an interview. It may be worth mentioning the certification in your summary statement as well as the certifications section of your resume.

Review your list of certifications and include the ones most relevant to your career. There are two reasons to remove a certification from the resume. If it is a certification is for an obsolete language, software, or platform, it can hurt more than it helps. The second reason is if the certification covers a skill that is not relevant to your career goal. Listing everything you ever earned can distract the reader from the certifications that will support your goal. They also waste valuable resume space.

Many candidates wonder if they should include a list of credentials following their name at the top of the resume. This advice will vary by candidate. If you hold a high-profile certification, such as PMP, you should list those initials after your name. However, it can be overkill to display more than two certifications following your name. Save the comprehensive list for a certifications section on your resume.

Professional Development

It is expected that someone new to the workforce will require more training and development than a seasoned

employee. Identify your skills gaps as well as opportunities to enhance your skills to make yourself more competitive in the job market. The professional development category on your resume is akin to the courses category on LinkedIn. This is where you add your relevant workshops, courses, or self-study not culminating in a degree or certification. This information would be placed after the education and certifications sections. Limit this to training that is relevant to your career goal.

Professional Affiliation

As a newcomer to an industry or occupation, showing your professional affiliations demonstrates your dedication to your career. However, if you are short on space, share those details exclusively on your LinkedIn profile page.

Personal Interests and Activities

Long ago it was common to include a personal interest section on a resume. In recent years, the prevailing advice is that the resume is not the place to detail personal interests, affiliations, sports, and causes. It is true that a resume should feature experience, skills, and knowledge that support a candidate's goal. There are exceptions to every rule. In some cases, aspects of a candidate's personal experience effectively demonstrate a candidate's qualifications for a goal.

Interests that don't relate to your career goal don't have a place on your resume. Any information that does not support your goal is a distraction. Some exceptions to this rule might be the case of an avid cyclist who is applying for a sales position with a bike manufacturer. In such a case the interest relates to the job target and might add value to the employer. Another exception might be an extraordinary accomplishment, such as a three-time finisher of the Boston Marathon. Although running may not relate to the candidate's career, the accomplishment is extraordinary and reinforces qualities that most employers would find impressive.

Volunteer Work

Some causes are polarizing. Omit volunteering roles with controversial groups. Non-controversial volunteer efforts, such as include organizations focused on health, poverty eradication, youth services, or education, may be appropriate. However, even non-controversial causes may not belong on a resume if they do not relate to your goal or if space is not available. In other words, when choosing between relevant accomplishments and volunteer work, reduce or omit the volunteer to work to make room for relevant professional accomplishments. The good news is that LinkedIn provides ample space for volunteer highlights.

Causes

Supporting causes financially is different from volunteering. The only time to mention a cause on a resume would be if you are seeking a job with an organization related to that cause. For example, you might mention your "passion for the performing arts" in your resume profile when applying to a theatrical group.

Personal Affiliations

Most of us have active affiliations outside of our professional career. We may belong to a political organization, a house of worship, or social groups. The general rule of thumb is to exclude affiliations that are political, faith-based, or controversial. The exception would be a case in which you are applying for a position that relates to that affiliation. For example, including your political party affiliation when applying to work for a candidate in that party. There are many affiliations that can be helpful. Those would include civic, educational, and charity organizations, particularly those in which you held a leadership role. If there is space and you held a leadership role, you may list these on your resume. Otherwise, you can include your membership in civic, educational, and charity organizations on your LinkedIn profile in the organizations section.

Education

If you have been working professionally for less than five years in your chosen field, the following suggestions are applicable to your situation. Place your education section near the top of your resume, just below your summary statement.

In the education section, include pertinent information, including: Name of institution, city and state of that institution, type of degree (such as Bachelor of Science), and field of study. List your academic accomplishments, such as awards, honor societies, academic scholarships, and high GPAs. If you graduated more than five years ago, skip the academic accomplishments.

Indicate your graduation date (MM/YYYY). Showing your graduation date explains to the reader why you have limited work history. Later in your career, you can omit the dates of your graduation.

Past performance is the best indicator of future success. For a recent college graduate, that means GPA and field of study (courses completed). If your GPA is higher than 3.0, include it on your resume. If your GPA in your field of study is higher than your overall GPA, you could show that instead, "Major GPA: 3.5."

This is an example:

SPRINGFIELD UNIVERSITY, Springfield, DE
Bachelor of Science: Biology (5/2017)
- ▸ Minor: Mathematics
- ▸ GPA: 3.7
- ▸ Dean's List (7 of 8 semesters)
- ▸ Inductee, National Honor Society of Phi Kappa Phi

If you have not yet completed the degree, even if you are only one course short, do not misrepresent that you have earned it. Instead represent your status. This is one example:

SPRINGFIELD UNIVERSITY, Springfield, DE
Candidate, Bachelor of Arts: Biology (Anticipated 5/2018)
- ▸ Minor: Mathematics
- ▸ GPA: 3.7
- ▸ Dean's List (Fall 2015 and Spring 2016)
- ▸ Inductee, National Honor Society of Phi Kappa Phi
- ▸ Key Completed Courses: Biology, Genetics, Molecular Biology, Human Physiology, and Calculus

Now that you have graduated from college, you can omit your high school academic experience. It is no longer relevant. Removing it provides space for more valuable information.

Research Programs, Fellowships, and Assistantships

Research programs demonstrate your expertise in a subject. Selection for a fellowship or department assistantship is an honor in addition to the experience you gain. Major academic projects can prove your leadership, organizational, team building, time management, and planning skills. The extent of your experience in these categories will determine if you group this in a separate section or add it as an accomplishment within your education section.

Experience

As a student, you may have called this your work history. Now that you are transitioning to your professional career, it is time to call it "experience" or "professional experience." This is where you will list your employment positions, internships, campus positions, temporary jobs, seasonal jobs, entrepreneurial experience, tutoring, and other similar roles. Substantial volunteer roles may be included in this section as well. For example, perhaps you were a volunteer at a camp all summer or a weekly volunteer at a food bank for several months. You can include those with experience or list them in the community service or volunteer section. This will vary based on the overall history.

For each role, include the organization (employer), city and state, your position, and the starting/ending dates.

Below that, write an overview of your responsibilities and accomplishments. This is an example:

ANDREWS ACCOUNTING, Smithville, NY
Accounting Clerk (5/2015 – 8/2015)
Entered data into QuickBooks. Called clients with reminders of regulatory deadlines. Created macro-enabled Excel spreadsheets, saving staff hours of time each week.

Load your resume description with accomplishments
This is the cardinal rule for all job candidates. This can be challenging for internships and entry-level positions. Recall ways that you went beyond expectations to improve productivity or efficiency. Also, show the scope of what you did. If you were you asked to call 20 customers per day, but you managed to call 30, that is worth stating. Can you show an outcome? Perhaps your rate of clients booking appointments was 60% when the office average was 49%.

WHAT MOST RECRUITERS LIKE

When developing your resume, think about your audience. When you are submitting your resume, be sure your resume is created and presented in a manner that the recruiter desires. Sure, each recruiter may have a pet peeve or special requirement. We interviewed recruiters and found that the following items are what most recruiters prefer in a candidate's resume.

Recruiter's Tip: If you really want the job, you'll do what "Simon" says.

Remember the childhood game, Simon Says? Applying for a job is like a high stakes game of Simon Says. If you fail to follow the instructions for your resume submission precisely, you could lose. Read the application instructions carefully. Many recruiters at search firms and within hiring organizations utilize screening software or database systems that require specific formatting of your resume. Beyond the format, pay attention to method of submission. For example, do the instructions request that you email your resume, upload your resume online, or copy and paste into text fields. Some may ask you to complete a painstaking online questionnaire, when you would much rather shoot a quick email with your resume.

Recruiter's Tip: Take the extra time to customize your resume for each opportunity.

A resume should be tailored to showcase you as the ideal candidate for each employment opportunity. The one-resume-fits-all approach is rarely effective. Recruiters and hiring employers want to read a resume and quickly identify where the candidate may fit. If the candidate attempts to pitch a wide range of skills hoping to match with something, perhaps anything, that is not likely to make a positive impression on the recruiter. One recruiter shared an example of a candidate responding to a posting for an enterprise software sales position and the candidate's resume profile was stuffed with details of

interior design awards, fitness certifications, and a passion for clean water initiatives. Somewhere mixed in the lengthy profile was a blurb about a sales background and technical aptitude. Hmm…is she desperate and willing to take the first job that pays her desired salary? This is not the impression that you want to make.

Recruiter's Tip: Without research, you will not have a good grasp of how your skills, experience, and knowledge match the job requirements.

Lack of research and understanding is a big turn-off to recruiters. It falls in the category of "Don't waste my time." Research benefits you in many ways. Incisive research can help you to determine whether a job is a good match. It enables you to identify which of your skills are most relevant and valuable to the target employer. This information can be a touchstone as you craft a targeted resume that improves your odds of getting past the ATS (Applicant Tracking System) and attaining the golden ticket to the interview.

Recruiter's Tip: Efficiently-written, easy-to-navigate resumes are more likely to be read.

Recruiters confirmed the oft-repeated message that recruiters spend as little as 15 seconds scanning each resume. A crisp, concise resume that packs a punch is essential to turn that quick scan into a deeper read. When trimming your resume, recruiters warned that white space and formatting should not be sacrificed. A dense, difficult-to-read one-page resume is less likely to be

reviewed than an easy-to-navigate two-page resume with plenty of white space.

Recruiter's Tip: Provide the necessary details.

Always include the basic information that a recruiter needs to see when determining your viability as a candidate. That includes employment history with starting and ending years, job titles, education, and your contact information. A recruiter is not likely to contact you to inquire why you omitted key information from the resume.

Recruiter's Tip: Cut the fluff and showcase your top selling points.

Imagine reading hundreds of resumes every week. Now imagine seeing hundreds of resumes with the same over-used clichés. These worn-out phrases include: Excellent written communication skills, self-motivated team player, proven track record of success, results driven, and goal oriented. Not only do those phrases lose impact, they become an irritant. That is how many recruiters feel. Load your resumes with examples that convince a reader of your top value, such as examples of technical skills, leadership experience, planning and organizational abilities, and relevant accomplishments. Prove you have the skills to do the job. Outshine the other candidates by demonstrating how you have surpassed expectations in past jobs, academic assignments, and other settings.

WORK HISTORY ON AN EMPLOYMENT APPLICATION

Read the application carefully so you understand what is requested. Most applications include language similar to this, "I certify that information contained in this application is true and complete" or "I certify that I have not purposely withheld any information that might adversely affect my chances for hiring." False information can cost you the job opportunity or result in termination if the company discovers the omission. A comprehensive background check or employment verification could reveal the omission. Career experts generally advise candidates to list all paid jobs on a job application for the period that the hiring employer requests.

WORKING WITH A PROFESSIONAL RESUME WRITER

Some job seekers decide to hire a professional to create their resume. If you can afford it, that is a smart move. Be sure to hire a resume writer with significant professional experience, rather than a less-experienced person with a "knack" for writing resumes, who does this on the side or in between jobs.

Discuss the resume writing project so you are clear about what is included before you agree to the project. If you

have two possible career goals, you may need a second resume and cover letter so you have a laser-focused resume for each goal. Define the project in writing before the writer begins work and before you pay. For example: What is the length of the engagement? How many rounds of edits will the writer perform? How will you and the writer interact? After you define the scope, it is customary to pay upfront.

Your prior resume or listing of work history is just the beginning. A competent writer will also ask questions to gain understanding of your career goal. Based on your goal, a professional resume writer will create brainstorming questions to help uncover accomplishments, skills, and knowledge relevant to your career goal.

RESUME EXAMPLES

The following are resume examples for recent graduates. As you can see there are structural and content similarities, as well as variation in strategies based on each candidate's unique history and goal. You can use these as inspiration and a visualization of the concepts in this guide. The example candidates include:
a Sports Communications Candidate, a Film School Graduate, and a Data Engineer Candidate.

Sports Communications Candidate

sportscommgrad@email.com ♦ (555) 555-5555

Profile

Dedicated communications professional with experience in sports settings. History of gaining community and media attention through events, social media, content distribution, and press releases. Tenacious problem solver and effective multi-tasker. Adept at creating fliers, brochures, banners, invitations, cards, certificates, and other marketing materials using Photoshop. Articulate, adaptable, and diligent.

Core Competencies

Project Management	**Branding**	**Public Relations**
Process Improvement	**Community Outreach**	**Relationship Building**
Document Design	**Team Leadership**	**Event Management**

Education

MAJOR UNIVERSITY, Anytown, WI
Bachelor of Arts: Communications (5/2016)
- ► Minor: Sports Marketing
- ► Dean's List (6 semesters) with overall GPA of 3.6
- ► Athlete Scholar Award (2014, 2015, and 2016)
- ► Tennis Team Member (2013 – 2017)

Academic Projects

Capstone Project: Led 4-person team to create and present communications strategy for relocation of NBA basketball team. Earned grade of 96% and client team adopted one of our strategies to promote goodwill in new city through team-sponsored park renovation project.

Individual Project, Communication in Action Course: Devised public relations and community outreach plan for Living Well Hospital to promote "Sun Safe Summer on the Lake." Worked with hospital PR coordinator to create materials, webpage, and media talking points for hospital staff.

Individual Project, Sports Media Course: Designed and managed university's first-ever "Media Day" event for all women's sports teams. Attracted members of top 3 local TV stations, representative from Steve Jones syndicated sports radio show, and dozens of regional papers and bloggers.

Experience

BIG CITY BASEBALL TEAM, Town, WI
Communications Intern (5/2014 – 9/2014 & 5/2015 – 9/2015)
Coordinated blog entries. Wrote and updated team bios. Liaised with media. Wrote scripts for marketing and promotions during each game. Started pre-game tradition of honoring a local hero, including military, law enforcement, paramedics, and firefighters. Helped grow Facebook followers by 28% (Summer 2015) through daily posts and special promotions for followers.

Computer Skills

Microsoft Word, Excel, PowerPoint, and Outlook; Adobe Photoshop; HTML

FILM SCHOOL GRADUATE

(555) 555-5555 | filmstudent@email.com

◾ PROFILE

Comprehensive film making experience and unyielding commitment to excellence. Earned numerous film awards. Proven ability to adapt rapidly to technologies, terminologies, and procedures. Well-versed in full range of offline and online editing tools. Organized, enthusiastic, and articulate.

◾ EDUCATION

State University, Anytown, GA
Bachelor of Arts: Film (2017)

- ▸ GPA 3.75 in Major/3.3 Overall
- ▸ Dean's List (5 of 8 Semesters)
- ▸ Inductee, National Honor Society of Phi Kappa Phi (2016 - Present)

◾ AWARDS & HONORS

- ▸ **Most Creative Film**: Original Short Feature for "Digger's Misfortune," Twin Media Festival (2017)
- ▸ **Leadership Award**, State University Dean's Council (2017)
- ▸ **2nd Place:** Original Short for "Backwards," Bay Film Society (2016)
- ▸ **1st Place**: Documentary for "A Place for the Abandoned," State Media Festival (2015)
- ▸ **Honorable Mention**: Documentary for "A Place for the Abandoned," Vancouver Film Festival (2015)
- ▸ **Finalist**: Documentary for "After the Olympics," State University Film Awards (2015)

◾ EXPERIENCE

MAJOR POST PRODUCTION COMPANY, City, GA
Intern/Personal Assistant (5/2016 – 8/2016)
Supported editor daily. Imported and uploaded blog content and podcasts. Operated editing machines and performed various forms of dubbing. Revised and maintained scripts. Liaised between control room and talent.

PRODUCTION COMPANY., City, GA
Intern (6/2015 – 8/2015)
Contributed to production of indie film. Gained expertise in digitizing and online editing. Collaborated with production team to meet goals. Created spreadsheet to track staff in field, which enhanced internal communication.

◾ COMMUNITY SERVICE

UNITED WAY OF ATLANTA
Volunteer, Kids in Arts Program (2015 – Present)

PROJECT ANGEL FOOD
Volunteer, Warehouse Crew (2014 – 2016)

DATA ENGINEER CANDIDATE

(555) 555-5555 ♦ dataengineer@email.com

PROFILE

Dedicated individual, eager to leverage skills in Hadoop, Java, and Spark in Data Engineering role. Demonstrated ability to adapt quickly to new technologies. Leadership skills demonstrated through campus roles and academic projects. Earned Computer Science Department award for top grades. Recognized by professors for excellent project management skills.

EDUCATION

IMPRESSIVE UNIVERSITY, Anytown, CA
Bachelor of Science: Computer Science (5/2017)
Minor: Mathematics

- GPA: 3.6
- Dean's List (7 of 9 semesters)
- Departmental Excellence Award, Computer Science (2017)
- Inductee, National Honor Society of Phi Kappa Phi (2014 – Present)
- President, Student Association (2016 – 2017)
- Secretary, Student Association (2015 – 2016)

TECHNICAL SKILLS

Hadoop, Java, Spark, SQL, Pig, ETL, SAS, Mathematica, SPSS, Access, and Excel

CORE COMPETENCIES

Technical Planning	Project Leadership	Resource Allocation
Data Modeling	Analysis & Reporting	Data Entry & Testing
ETL Implementation	Team Coordination	Presentations

EXPERIENCE

CLIENT COMPANY, Anytown, CA
Team Leader, Group Capstone Project (1/2017 – 5/2017)

- Analyzed business requirements to design best-in-class ETL (Extraction, Transformation, and Load) process spanning 3 company divisions and encompassing multiple technologies.
- Assigned tasks to team members and tracked progress.
- Led design of data marts and data warehouses to power business intelligence initiatives.
- Designed and oversaw testing to ensure efficiency and accuracy.
- Team earned highest grade in field of 8 capstone project teams.

CONSULTING COMPANY, Anytown, CA
Project Management Intern (5/2016– 9/2016)

- Worked alongside engineer to build stream-processing systems.
- Devised queries using Pig. Gained exposure to Hive query tool.
- Completed data entry, error-free and ahead of schedule.
- Researched conference locations. Prepared spreadsheet for executive team. Praised by COO for providing "extremely helpful tool that cut deliberation time in half."

COMMUNITY SERVICE

Member, Students Fight Hunger Club (2013 – 2017)
Volunteer/Event Chair, American Cancer Society Relay For Life (2015)

IN CONCLUSION

A customized resume featuring your accomplishments, skills, education, and knowledge aligned with your career goal is highly effective. Your strongest selling points may be in the form of your formal education, work history, community service, internships, academic projects, awards, research programs, campus organizations, and more. Examine your complete history to identify your top selling points. Study job postings carefully to understand the needs of your target employer. Craft a resume that presents the value you offer for each target.

I'll conclude with a quote from the inimitable Dr. Seuss, "*You have brains in your head. You have feet in your shoes. You can steer yourself in any direction you choose. You're on your own. And you know what you know. You are the guy who'll decide where to go*." The resume is one of the first steps toward your new and exciting career. I wish you all the best!

**For more information and
resume writing help, visit:**

SeekingSuccess.com