**Resume Tutorial**



Have appropriate e-mail

and voicemail.

*“Connecting Curriculum and Career”*

# Name

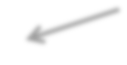
\*Street Address, City, State Zip - 555-555-5555

LinkedIn.com/in/name

Objective should be specific to a job (Graphic Designer position with Widgits, Inc.) or you could leave this section off of your resume.

**QUALIFICATIONS** Optional; only if you have

* Number of years of relevant experience, note skills gained significant skills in the field.

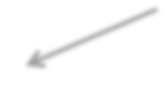


* An important accomplishment that directly relates to the job
* A quality of characteristic of yours that meets this goal

**EDUCATION**

**Bachelor of Science or Arts: \_\_\_\_\_\_\_\_\_\_\_ (include option, if applicable)**, year you graduate California State University, East Bay, Hayward, CA

GPA: 3.5 (list 3.5 or higher or if requested) Looking for a job in your major but don’t have any work experience in that field? List your



**Related Coursework** (example) relevant coursework, projects, or research;

what you did in classes if you don’t have

Business Communication relevant coursework.

* Honed professional communication skills through writing professional business letters, e-mails, and other mediums of business communications

Managerial Economics and Business Strategy Dates (month-year)

* Practiced managerial decision-making strategies such as game theory, regression analysis, and forecasting on team of five

**EXPERIENCE**

**Job Title** Dates (month year)

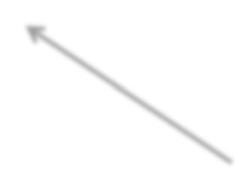
Company/Organization Name, City, State

* An accomplishment that demonstrates your skills in this field/position
* A problem you solved using relevant skill(s) and the results
* An example of when you used your skills to positively affect the organization, the bottom line, your boss, or your clients
* A project you’re proud of that supports your objective
* Quantifiable results that point out your skills
* Awards, commendations, publications, etc.

**Job Title**

Company/Organization Name, City, State

* Same type of action statements as suggested above



Dates (month year)

Resume bullets should start

with action verbs in correct

tense; 3-5 bullets per job are

appropriate

Other possible section headings:

Skills (computer and language skills)

Volunteer Experience

Activities (can include sports and clubs)

Leadership Development Professional Affiliations

