

# Resume Guide

## GENERAL GUIDELINES:

- 1) Review the job description you are applying for. Notice the skills the job posting is looking for. Highlight on your resume the skills that you have that correspond to the ones the posting is requesting.
- 2) Do not need to include every job you have ever had, only include the jobs/job duties that are relevant to the position you are seeking.
- 3) Limit your resume to one page.
- 4) Review your resume for spelling, punctuation, and grammatical errors. Do not rely solely on spell check.
- 5) Use the jargon of your profession only if you are applying for a job within your field.
- 6) List your relevant experience chronologically, starting with the most recent experience.
- 7) When you submit your resume to employers send it in PDF format.
- 8) Do not: include pictures, weight, height, health or other personal irrelevancies. It is illegal for an employer to request these details outside of acting and modeling jobs.

## RECOMMENDED SECTION TITLES & CONTENT:

### 1) Contact Information

- Your first and last name.
- A phone number at which you can be reached (preferably a phone with voicemail set up).
- List a professional sounding email address that you check regularly.
- The city and state you live in (do not include a street address or zip code).

### 2) Summary

- Including a “summary” is optional and is generally only included if the background is not a clear match with the position being applied for.
- The summary is used to state a couple of key skills you have that are most relevant to the position you are applying for. You should state your major, if relevant, and your desire to further develop your existing skills in the industry you are looking to transition to.
- This section should be extremely brief, two to three sentences max. The summary is NOT an opportunity write what the position can do for you, but what you can do for the position.

### 3) Skills

- List the skills you have that are relevant to the job.
- Your resume should highlight the required and desired skills that you have that are listed in the job description you are applying for.
- When you list your skills, include your proficiency level such as: “proven” sales skills, “proficient” with Microsoft Office Suite, etc.
- Include skills such as languages and computer software skills, as well as, specific skills relevant to your field.
- Include any honors or awards you have received.

#### 4) Education

- Include the education section of your resume before the experience section if your education is your strongest selling point, otherwise it goes towards the bottom.
- If your GPA is 3.25 or higher, you may consider including it.
- Include the names of schools attended after high school. After 1 year of college you do not need to list your high school.
- List any degrees or certificates you have and include the year they were obtained.
- List your major (if relevant to the job) and your expected degree or certificate completion date.

#### 5) Experience

- Include your experiences in class as a student, as a club member, as a volunteer, and as an employee. Include any experience that allowed you to develop the interest and skills you have relevant to the position you are applying for.
- List your most recent experience first and then work backward.
- Detail only the experience within the past ten years where you used skills relevant to the job you are applying for.
- Start all bullet points with an action word i.e., resolved, managed etc.
- Within each position listed, stress your accomplishments most related to the skills and responsibilities you will be asked to do in the position you are applying for.

#### FREE ONLINE RESUME BUILDING AND EVALUTAION TOOLS:

##### 1) Career Coach: <https://bit.ly/2Hu5jnR>

- Register for a free account and use the Career Coach resume builder. This tool will help you describe your work experience using key words from the specific industry you are applying to.
- You can also download your resume template in Microsoft Word so you can edit the resume anytime you like.

##### 2) Job Scan: <https://www.jobscan.co/>

- Register for a free account and enter the job description you are applying for and the resume you plan to apply with.
- This tool will evaluate your resume for the job you are applying for and let you know if your resume is a good match for the job you are applying for.

#### TRACK YOUR RESUME SUBMISSIONS/JOB SEARCH PROGRESS:

If an employer calls for an interview it is because they are interested in learning more about the experience you have outlined in your resume, therefor it is important to keep track of:

- Which companies you are applying to
- Which version of you resume you sent

Many people have more than one versions of their resume, as we all have multiple skills and interests but resumes require us to edit the content of our experience to only the most relevant for the positions we are applying for.

Trello is a free online dashboard that you can use to easily plan and track your job search, and store copies of document submitted for each job <https://trello.com>

**Sample General Resume:** ( template available for download at [www.smc.edu/resume](http://www.smc.edu/resume) )

# First Last Name

310.555.1212 | Los Angeles, CA | [First&LastName@gmail.com](mailto:First&LastName@gmail.com)

## SUMMARY

Skilled at customer service and sales. Pursuing a degree in business administration. Looking to further develop existing skills and expand knowledge of banking industry.

## SKILLS

- Fluent in English and Spanish.
- Proven sales skills.
- Skilled in Microsoft Word, Excel and Power Point.
- Ability to prioritize in a fast paced environment.
- Great at customer service.
- Problem solving abilities.

## EDUCATION

**Santa Monica College**, Santa Monica, CA 2015 – Present  
Major: Business

## EXPERIENCE

**McDonald's**, Los Angeles, CA 10/2014 – 7/2015  
Cashier

- Multi-tasked by processing and filling customer's orders and payments quickly to maintain happy customers by keeping long lines moving.
- Took customer's orders and recommended seasonal specialty items as an upsell.
- Assisted customers with food allergies in the selection of appropriate items and notify management and kitchen staff as appropriate.
- Resolved customer issues and complaints or referred them to management as necessary.
- Maintained proper food safety procedures and cleanliness of all areas at all times.

**GAP**, Los Angeles, CA 7/2013 – 9/2014  
Store Associate

- Recommended add on sales items to complement existing customer purchases.
- Talked with the customers about where to find various exciting opportunistic buys within the store.
- Kept dressing rooms cleared and store organized to ensure product availability and make shopper's experience easier.

**Saint Ann's Catholic High School**, Los Angeles, CA 7/2013 – 9/2014  
Fund Raising Volunteer

- Created flyers to promote school fundraiser and request yard sale items be donated for fundraiser.
- Invited other students to participate in collecting, organizing and putting price tags on the donated items.
- Raised \$600 for the school's music program.

# FIRST LAST

## SUMMARY

A self-motivated, organized, dedicated, quick-learning individual, experienced with lab and data analysis, pursuing a B.S. in Environmental Chemistry. Looking to further develop existing skills and expand knowledge of fieldwork and lab analysis.

## EDUCATION

### Santa Monica College, Santa Monica, CA

2013 - Present

General Science

## EXPERIENCE

### Organic Chemistry, Santa Monica College, Santa Monica, CA 9/2016-Present

Student

- In this organic chemistry class, conducted qualitative analysis to identify 2 unknown substances
- Ran samples on the OMNIC-IR to identify the structural components and therefore did many chemical tests to further identify the substance.
- Used the Beckman DU-520 to identify what wavelength the colored-samples absorbed at.
- Learned proper sample testing procedures, waste disposal, clean up and safety protocol.
- Purified samples with Hickman Distilling Head in process to identify substance boiling point.

### Public Policy Institute Santa Monica College, Santa Monica, CA 2/2017 - 5/2017

Intern

- Collaborated with four other interns and a faculty advisor to create an on campus event geared to engage students in discussions about political, environmental and social issues.
- Created welcome activity for event which included a list of questions for the students to discuss with each other and empower them to be agents of change.
- Wrote content for the events directional signage, promotional materials and informational brochure.
- Conducted outreach to departments on campus, asking them to offer credit to student for participation in event.

### Friends of Ballona Wetlands, Los Angeles, CA

3/2016 - 8/2017

Volunteer

- Helped with habitat restoration by pulling out invasive, non-native species.
- Did creek clean-ups and took photos and videos to spread awareness of pollution on Facebook and Instagram.

### Inorganic Chemistry, Santa Monica College, Santa Monica, CA 12/2014 - 2/2015

Student

- Used Microsoft Excel to create a standard curve, determine the relationship between two variable parameters and use the R-squared value to determine how well the data fits the equation.
- Determined the amount of Manganese cation there was present in a sample using the best-fit line.
- Created a scatter plot of "Cost of antacid per equivalent versus Brand" and rejected the outliers via the standard deviation.

## AWARDS

Dean's List 2013-2015  
PTK 2015

## PERSONAL SKILLS

Qualitative analysis.

Familiar with lab safety protocol.

Preparation of lab apparatus.

Data entry.

Public Policy and environmental advocacy.

## COMPUTER SKILLS

Microsoft Office

Google Suite

Instagram, Facebook and Snapchat.

## LANGUAGE SKILLS

English

Spanish

## CLUBS & INTERESTS

Hiking

Environmental Protection

Volunteer Work

Chemistry Club  
Incoming Activities & Outreach Officer

# First Last Name

Interaction Designer

portfolio.com | [email@gmail.com](mailto:email@gmail.com) | Phone number

## EDUCATION

Expected Graduation  
June 2019

**Santa Monica College**  
Center for Media & Design  
Bachelor of Science in Interaction Design (IxD).

## EXPERIENCE

2017 - 2018

**LA Marler Studios**  
Intern, Santa Monica, CA  
Created Social Media campaigns for promoting art show. Help to set-up a solo art show, wrapping and hanging fine art. Worked with MailChimp and Photoshop to create newsletters.

2010 - 2018

**Freelance Graphic Designer**  
Graphic Designer, Culver City, CA  
Designed Banners, signs, and flyers for special events for Culver City Unified School District.  
Designed a logo for Culver Creates an "arts for all" website. Designed motion graphics for "Swing Note" golf infomercial.

## PROJECTS

Fall 2018

**Hulu Accessibility Research**  
SMC, Design for Community Change Class  
Conducted User Experience Research and User Testing with the visually impaired for Hulu. Our team deployed a participatory prototype in the form of a creative tool kit, to gain insight into how the community uses technology. Our research identified motivations and pain points around accessibility.

Spring 2018

**Inspiration Garden**  
SMC, Product Design Class  
To eliminate some of the obstacles to a successful school garden program our team created a garden system that is modular and maintained via a hub, and sensors. By using Augmented Reality (AR), inspiration garden will supplement classroom learning making lessons exciting and fun.

Fall 2017

**Pub Hub**  
SMC, Mobile Design Class  
Designed a virtual dog fostering app that will get more dogs in peoples' homes and adopted. This app would link with local dog rescues, and shelters to make fostering easier and more convenient.

## SKILLS

### UX Methods

Contextual Interview  
Ethnography  
Usability Testing  
User Journey  
Storyboarding  
Affinity Diagram  
Interaction Flow Chart  
Rapid Prototyping  
Empathy Mapping

### Design

UI Graphics  
Prototyping  
Concept Sketches  
Wireframe & Mock-up Sketches  
Motion Graphic with After Effects  
Mobile

### Tools

Adobe Creative Suite: InDesign, Illustrator, Photoshop, and XD.  
Sketch  
Fusion 360  
Invision & Marvel  
Basic HTML & CSS

## VOLUNTEER WORK

**Alpha Gama Sigma Honor Society  
Santa Monica College (2016)**  
Community & cultural events volunteer.

**La Ballona Elementary School  
Culver City, CA (2011-2016)**  
Volunteer Art and Gardening Teacher.

**American Red Cross  
Santa Monica, CA (2005)**  
Hurricane victims assistance volunteer.

**Independent Writer/Producer  
Los Angeles, CA (2012)**  
Co-collaborated on TV pilot development and production.