# CAREER & PROFESSIONAL DEVELOPMENT CENTER

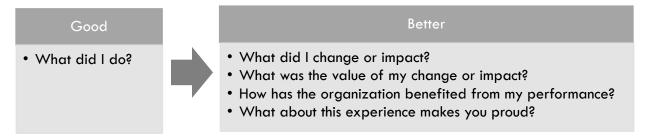
## **RESUME TEMPLATE**

	rooreman@aomain.	.com   555-555-5555   linked	um.com/ in/ yourprofile	
Education				
University of Utah				May 20_
Bachelor of Science: Enviro			Include mo	GPA: 3.57
• Minors: &			year of grad	
	Awarded Dean's List: 3 semesters		Note: no longer include High School information.	
(Optional) Relevant Course		Lall		
	•	skills gained or projects com	•	
Course Name: bri	et description of	skills gained or projects com	npleted	
Experience				
Student Member			August 20Present	<u>-</u>
U of U Ballroom Dance Club			Salt Lake City, UT	
Use <u>Accomplishme</u>		Use tab settings		Experiences in reverse
action verb, details, outcome/impact		in Microsoft Word to align		chronological order
<ul> <li>when writing bulle</li> </ul>	when writing bullet points			(most recent first).
Cashier		dates & locations	May 20Present	
Example Fast Food Co.			Salt Lake City, UT	•
Example Fast Food Co.			Jun Lune City, Of	
•	g customer service	skills by greeting customers	• •	ity.
<ul> <li>Developed strong</li> </ul>		skills by greeting customers dit transactions of \$500+, d	s and maintaining positiv	-
<ul><li>Developed strong</li><li>Handled daily ca</li></ul>	ish and debit/cre		s and maintaining positiv	-
<ul><li>Developed strong</li><li>Handled daily ca</li><li>Abided by strict h</li></ul>	ish and debit/cred health policies to i	dit transactions of \$500+, d	s and maintaining positiv displaying high levels of ess & customer safety.	-
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## FOCUS ON **RESULTS** RATHER THAN **RESPONSIBILITIES**

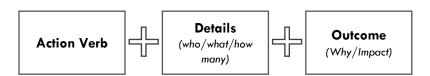
Employers care more about what you did in a job. They care about what you accomplished through those responsibilities & how you could apply that in their work context. To best present your accomplishments, ask yourself:



#### Now, you try

Name of Experience	What did you accomplish? How?			

### Now create your bullet points...



#### Examples

- Planned logistics for a week-long service trip to Seattle to educate students on issues of hunger & food
  justice.
- Developed strong intergroup communication skills by facilitating monthly meetings for executive board of 6.
- Implemented new process for group auditions, significantly increasing efficiency for decisions.