**RESUME OUTLINE (NAME GOES HERE)**

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**SKILLS** 🡨 Provide a summary of the skills relevant to you landing this job! (What about you as a person makes you suited for this position? Do you speak other languages? Computer programming skills relevant to the job? Do you have certain certifications (CPA, etc.)?)

* *Computer:* State level (proficient, intermediate, etc.) of experience in Microsoft Office (Word, PowerPoint, Excel, familiarity with Access); intermediate skills in Adobe Photoshop…
* *Languages:* Ability level in English, Spanish, and French (written and verbal)

***Above,*** are 2 categories of **hard** skills (practical things you can “show”);

***Below***, provide examples of your **soft** skills (personality & attitude) and/or **industry** skills (statement summarizing relevant industry/field skills) you want to highlight. Refer back to the job description to know what is relevant!

* Proven ability to work in group and individual settings utilizing interpersonal communication skills
* 2+ years’ experience in medical field, with working knowledge of medical terminology and diagnoses

**EDUCATION** 🡨 List in REVERSE chronological order: Start with education program you are CURRENTLY in, then work your way backwards.

**Bachelor of \_\_\_\_\_ in \_\_\_\_\_\_\_\_\_ Expected: May 2025**

*St. Mary’s University, San Antonio, TX*

* **Cumulative GPA: 3.0, Major GPA: 3.0**

*Scholarships:* Scholarship Name (Month Year) 🡨 If you do not have scholarships, then get rid of the bullet point. Or, change to “Awards” or “Recognitions” if the label is more appropriate!

*Relevant Coursework:*about 5 courses 🡨 Fully list out course name, not abbreviation (e.g., Social Psychology, and not SOC 2002).

*Future Coursework*: about 5 courses🡨 Let organizations know of the knowledge you may not have *yet*, but *will* have in near future.

**WORK EXPERIENCE** 🡨 See note above on writing in REVERSE Chronological order (Start with what position you are CURRENTLY in, then work your way backwards). Make sure verb tense matches experience (If you currently work in the job, list your verbs in present tense - If the job was in the past and you are no longer working there, the verbs must be in past tense). Speak in third person, never first (no “I’s” or “Me’s”)

**Position September 2018 – Present**

*Employer, location*

* Daily task and operation you performed during business hours
* Types of customer/professional interactions that your position was responsible for conducting
* Responsibilities and type of work environment, emphasize accomplishments with numbers and $ or % outcomes

**Counselor May 2019 – August 2022**

*Madison Center Park Recreation, Somers Point, NJ*

* Supervised day trips of 10-15 students, ensuring a safe and fun environment
* Taught, coached, and led groups of students ages 12-15 in various activities, such as English lessons, arts and crafts, and other team-building tasks
* **Coordinated most efficient route through Somers Point to save time and gas cost by 20%**

**A P R method** - use this method to fill in your bullets!

**A – Action** 🡨 1st word of sentence, *action verb*! Tells us *what* you’re doing. Make sure it matches the tense of the job (present/past)

**P – Project** 🡨 defining or providing detail for the action verb below! Need more information to make sense of statement.

**R – Result** 🡨 what was the result /impact on the organization? Organizations want to know you’re result-driven.

**LEADERSHIP EXPERIENCE** 🡨 See note above on writing experience sections in REVERSE Chronological order.

**Vice President of Programs January 2019 – December 2020**

*Delta Zeta Sorority, St. Mary’s University, San Antonio, TX*

* Developed a comprehensive marketing campaign through print and social media that increased attendance at events by 27% for educational, 33% for social, and 57% for philanthropic programs
* Effectively managed annual budget of $54,000 and the contracts of keynote speakers
* Received highly competitive campus leadership award for recognized work ethic, innovation, and contribution

**COMMUNITY SERVICE** 🡨 use this format if you want to highlight *lots* of organizations you are a member of, *without* detailed APR bullet points.

**Position,** *Organization, location* **November 2020 – Present  
Volunteer,** *Meals on Wheels, San Antonio, TX*  **August 2019 – December 2021**

**Hospital Volunteer,** *St. Catherine’s Hospital, Dallas, TX* **May 2019 – July 2020**