

Creating A Resume That Works:

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What Is a Resume?

A resume is a summary of your professional and personal qualifications for a job or internship. The reader will view your education, skills, work experience (paid and unpaid), activities, and achievements. It highlights how you qualify for the particular position for which you are applying. It should demonstrate how you have used relevant and transferable skills to produce results. This is your time to shine! Remember, you're not bragging or boasting: employers want to know why YOU are the best person for this position and the only way to do that is to advocate for yourself and be confident in your skills and accomplishments

Remember, there's no one-size-fits-all resume. Follow basic guidelines, but keep in mind that career paths vary, and hiring managers have different preferences. Prioritize showcasing your unique strengths for the role while maintaining an appealing format.

For community college students, it's essential to understand that recruiters often skim through resumes swiftly due to the volume of applications they receive. On average hiring managers will spend 5-7 seconds on their initial review of a resume. Therefore, making a resume easy to read, incorporating relevant skills & keywords, and simplifying the process of evaluating your qualifications is vital to immediately capturing the reviewer's attention and ensure your success

Resume Sections Explained

1. Contact Information:

Contact information on a resume is a section where you provide essential details like your phone number, email address, and any professional online profiles. This information enables employers to reach out to you for potential job opportunities and interviews.

Cuyamaca Student

Email: cuyamaca.student@gmail.com

Phone: (619) 867-5309

LinkedIn: [linkedin.com/in/yourprofile](https://www.linkedin.com/in/yourprofile) (if applicable)

Portfolio: yourwebsite.com (if applicable)

2. Summary of Qualifications:

A succinct statement highlighting your key skills (hard or transferrable) and experiences, tailored to the job you're applying for. Aim for between 3-4 concise sentences or 3-5 bullet points

For a College Student: A Summary of Qualifications is like a short, impactful introduction at the top of your resume. It's your chance to quickly show employers what makes you a strong candidate. You highlight your key skills, experiences, and what you bring to the table. Think of it as a snapshot that encourages the employer to keep reading your resume to learn more about you.

For a Working Professional: A Summary of Qualifications is a strategic section that presents your top skills, experiences, and accomplishments right at the beginning of your resume. It's your opportunity to immediately grab the employer's attention by showcasing your expertise and what sets you apart. This section helps employers understand your unique value and why you're a perfect fit for the job.

Example: Highly motivated art history student with a passion for modern and contemporary art. With a proven ability to connect artistic concepts with historical context, I create learning spaces where patrons can connect with art and develop greater appreciation.

3. Education:

This section lists your educational background, including the name of your institution, degree pursued, major, expected graduation date (if applicable), and any relevant coursework

For a College Student: The Education section is where you highlight your academic background. It's like telling the employer where you've been studying and what you've been learning. You list your school's name, your degree (like Bachelor's or Master's), what you're majoring in, and when you expect to graduate. You can also mention any relevant classes you've taken that relate to the job you're applying for.

For a Working Professional: In the Education section, you showcase your formal learning journey. It's where you detail your educational accomplishments, including the institutions you've attended, degrees earned, majors or areas of focus. This section not only demonstrates your academic foundation but also provides context for your expertise and how it aligns with your professional trajectory.

*Example: Bachelor of Arts in Art History (Expected May 2024) XYZ University, City, State
Relevant Coursework: Modern Art Movements, Contemporary Art Theory, Museum Studies*

4. Experience:

Here, you list any relevant work, volunteer, or internship experiences. Focus on roles that showcase skills applicable to the role that you're applying for.

For a College Student: The Experience section is where you talk about any jobs you've had, internships you've done, or volunteer work you've been a part of. It's like showing off what you've been doing outside of school. You write about the things you did, what skills you used, and what you learned. This section helps you prove to employers that you're more than just a student – you're someone who's gaining real-world experience.

For a Working Professional: In the Experience section, you detail your professional journey. It's where you highlight your work-related roles, responsibilities, and achievements. You'll mention your job titles, the companies you've worked for, the dates you worked there, and what you did on the job. This section demonstrates your practical application of skills, your contributions to organizations, and the impact you've had in previous roles.

Example: Gallery Assistant Intern | ABC Art Gallery, City, State | Summer 2023

- *Assisted in organizing and promoting gallery events, including exhibition openings and artist talks.*
- *Engaged with visitors, providing information about artworks and artists, enhancing their gallery experience.*
- *Conducted in-depth research on emerging artists, across the Southern California region, resulting in the identification of 10 promising talents for potential inclusion in upcoming exhibitions at San Diego Museum of Art.*

Check out this document to help create amazing experience bullet points – [Creating Experience Bullet Points](#)

Other Sections to Consider for Your Resume

5. Skills:

In this section, you list specific skills that are relevant to the internship. These can be technical, interpersonal, or language skills, proficiency with relevant hardware or software, among others.

For a College Student: The Skills section is like your secret weapon on your resume. It's where you list those skills relevant to what the employer is looking for – like computer programs you know, languages you can speak, or special talents you have. These skills can make you stand out and show employers that you're more than just a student – you have practical abilities they might be looking for.

For a Working Professional: In the skills section, you showcase your competencies and proficiencies that are relevant to your field or the job you're applying for. These can be technical skills (like software or programming languages), soft skills (like communication or

teamwork), or specialized skills (like project management or data analysis). This section gives employers a quick snapshot of what you bring to the table.

Example:

- *Art Historical Research*
- *Exhibit Planning and Curation*
- *Microsoft Office Suite (Word, Excel, PowerPoint)*
- *Visual Analysis and Interpretation*
- *Strong Written and Verbal Communication*

6. Special Projects: Highlight any significant projects, research papers, or coursework that demonstrates your dedication and knowledge in the field.

For a College Student: The Special Projects section is where you get to talk about cool stuff you've done outside of regular classes or jobs. It's like showing off your passion projects, research papers, or activities that are related to what you're studying. It's a way to prove that you're really interested in what you're learning and that you've gone above and beyond to explore it.

For a Working Professional: In the Special Projects section, you detail significant endeavors that go beyond your regular work routine. These could include initiatives, research, presentations, or creative pursuits that demonstrate your expertise and dedication. This section allows you to showcase how you've taken the initiative to delve deeper into your field or contribute in unique ways.

Example: Research Paper: "Exploring the Abstract Expressionist Movement's Influence on Contemporary Art"

- Analyzed the evolution of abstract expressionism and its impact on contemporary artists like Nicholas Wilton.
- Presented findings to faculty panel, demonstrating strong research and presentation skills.

7. Leadership Roles: Include any leadership roles you've held, whether in clubs, organizations, or academic settings.

For a College Student: The Leadership Roles section is where you talk about times when you were in charge of something or leading a group. It's like showing that you're not just a follower – you're someone who takes charge and gets things done. You can talk about clubs you've led, teams you've been a part of, or any projects where you were the one making decisions.

For a Working Professional: In the Leadership Roles section, you highlight instances where you've taken the lead and demonstrated your ability to guide and manage others. This can include roles like being a team leader, committee head, or captain of a sports team. This section lets employers see your capacity to motivate and organize others toward a common goal.

Example: President | Art Enthusiasts Club, XYZ University | 2022-Present

- *Led a team of fellow art enthusiasts in organizing art-related workshops, lectures, and gallery visits.*
- *Facilitated discussions on influential art movements and artists, fostering a vibrant creative community.*

8. Special Awards: Mention any awards, scholarships, or recognitions you've received that highlight your accomplishments and dedication.

For a College Student: The Special Awards section is where you get to brag a bit about the recognition you've received. It's like showing off the medals or trophies you've earned for your hard work. These awards could be for academic achievements, sports, or even competitions. This section helps you stand out by showing that others have noticed and appreciated your talents.

For a Working Professional: In the Special Awards section, you detail any honors, accolades, or recognitions you've received in your academic or professional journey. This could include things like scholarships, certificates of achievement, or industry-specific awards. This section allows you to demonstrate your exceptional performance and contributions that have been acknowledged by others.

Example: Dean's List | XYZ University | Fall 2021 - Spring 2023

- *Recognized for maintaining high academic achievement while pursuing an art history degree.*

Formatting and Style Guide

Margins & Length

- Margins between .5"–1" for both left-right and top-bottom work best for a resume. You don't want your resume to have too much white space or seem too crowded into the margins.
- Resumes should only be one page long unless you have a significant amount of relevant work experience or an advanced degree.
- Keeping your resume to one page demonstrates to the reader that you can express yourself concisely and effectively.

Font

- Use relatively plain, easy-to-read fonts; you want your font to be clean in case your resume is photocopied, scanned, or faxed one or more times.
- Times New Roman, Arial, Garamond, Helvetica, Calibri, Palatino are appropriate resume fonts.
- Font sizes 10.5–12 are best for resumes. However, it is advised that you use at least size 18 font for your name at the top of your resume.

Text Effects, Indention, and Line Spacing

- Keep it simple; too many different effects (bold, italics, underlining, all-caps) and indents will make your resume look cluttered and busy
- Keep it consistent; if you use all caps for the name of one resume section, do it for all the section names; if you have one line space between your sections, be sure you do that between each section; be sure bullet points are aligned and sized the same; be sure your fonts are the same size and style
- Use text effects strategically to emphasize things that you want to stand out (like school names or employer names) and to help create visual breaks between different experiences within the sections of your resume

Job Specific Research & Tailoring Your Resume:

Identifying keywords and skills in your resume is crucial because it helps your application pass through **applicant tracking systems (ATS)** and catch the attention of recruiters. ATS scan resumes for specific words and phrases to determine if an applicant matches the job requirements. Tailoring your resume to a specific job is equally important as it ensures your qualifications closely align with the position, increasing your chances of being considered. A tailored resume demonstrates your genuine interest and fit for the role, making it more compelling to hiring managers and improving your chances of landing an interview.

Match ATS Criteria:

Many companies use ATS to screen resumes before they even reach a human recruiter. These systems use algorithms to scan resumes for specific keywords that match the job description. If your resume doesn't contain these keywords, it might get filtered out and never make it to human eyes.

- Carefully review the job description of the position you are applying and note the keywords and phrases used. These might include skills, qualifications, certifications, and specific industry jargon.

- You can use technology like the [WordCounter \(databasic.io\)](https://databasic.io) or [ChatGPT](https://openai.com) to analyze which phrases and words are most frequently occurring for a job post or description.
- Incorporate these keywords naturally into your resume, especially in the skills, experience, and qualifications sections.

Demonstrate Fit, Highlight Relevance, & Customize:

When you use the same keywords that the company has used in their job description, you demonstrate that you're a strong fit for the role. It shows that you've carefully read the job requirements and possess the skills and qualifications they're seeking.

Avoid including basic job duties in your experience section and highlight the most important aspects of your experience and skills. Highlighting relevant experiences makes easy for recruiters to quickly see that you have the qualities they're looking for.

Different job postings have different requirements and priorities. By identifying and incorporating keywords, you can tailor your resume to match the specific needs of each job, making you a stronger candidate.

Customization in a resume refers to the practice of tailoring your resume to a specific job or employer. It involves carefully selecting and modifying the content, including skills, qualifications, and experiences, to closely match the requirements and preferences of the job you're applying for.

Here's an example of customization on a resume:

Original Bullet Point (Generic):

- Managed marketing campaigns for various products.

Customized Bullet Point (Tailored to a Digital Marketing Specialist Position):

- Strategically planned and executed digital marketing campaigns for consumer tech products, achieving a 15% increase in online engagement and a 10% boost in sales conversions through targeted SEO and SEM strategies.

In the customized example, the applicant adjusted the bullet point to highlight specific accomplishments and skills relevant to the digital marketing specialist position they are applying for. This demonstrates a strong fit for the role and increases the chances of the resume being noticed by the hiring manager.

