



Quick Guide

Write a Winning Resume

What is a resume? Simply put, a resume is a one page document that sums up a job seeker's qualifications for the jobs they're interested in. More than just a formal job application, a resume is a marketing tool that job seekers use to communicate their value to employers. It's your ticket to land an interview!

Joe Spartan

1900 28th Ave S, Apt. 301, Moorhead, MN 56560
Phone: (218) 299-6500 | joe.spartan@go.minnesota.edu

Create a "letterhead" with your contact information.

EDUCATION

Associate of Science – Criminal Justice

Minnesota State Community and Technical College (M State), Moorhead, MN

- GPA 3.25

Anticipated May 2019

Create section headings to separate groups of information. ALL CAPS make them stand out.

Write about your degree and indicate when you will finish or have finished.

COURSE HIGHLIGHTS

Public Safety – M State

- Collaborated with a small group to create a crisis plan for the Moorhead Center Mall to respond to a tornado
- Met with Mall officials to tour the facilities and created a map with possible shelters
- Identified a line of communication with store managers to create exit plans for each retail space
- Created a plan to notify customers and store employees and usher them to safe places
- Developed a communication plan to connect to police and emergency services in the event of damage
- Presented plan to instructor, law enforcing representatives and class

Fall 2018

This section is a good strategy to show that you know how to apply course content. Select a course to highlight and give details about software, procedures, etc.

Additional Coursework:

- | | |
|--------------------------------------|------------------------------------|
| ▪ Interpersonal Communication | ▪ Criminal Law |
| ▪ Introduction to Criminal Justice | ▪ Criminal Procedures |
| ▪ Policing and Practices | ▪ Police Report Writing |
| ▪ Juvenile Justice and Delinquency | ▪ Criminal Investigations |
| ▪ Law Enforcement Behavioral Science | ▪ Professional & Technical Writing |

List additional courses (past and currently taking) to highlight your knowledge.

RELATED EXPERIENCE

Asset Protection/Loss Prevention Associate – Macy's, Fargo, ND

- Respond to customer and associate incidents to facilitate first aid
- Use camera and in-person surveillance to monitor cash register transactions, interactions between sales associates and customers, and customer behavior in order to prevent loss
- Recover stolen merchandise and apprehend shoplifters according to state law and company policy
- Respond to alarms found at store exits
- Prepare reports relative to all theft incidents, merchandise recoveries, accident investigations and audits

May 2018-Present

List experiences that are related to your major or desired job. Expand with details to show skills and technology used. Always begin with an action word. Never use "I", "Me", or "My".

Direct Support Professional – CCRI, Moorhead, MN

- Assisted individuals with regular daily living skills, role modeling, and community integration
- Accompanied clients to stores and social activities
- Redirected clients to practice appropriate behaviors to counteract verbal or physical aggression

Sept. 2016 – April 2018

Use present tense action words for current experiences and past tense action words for experiences that have ended.

CERTIFICATIONS

- CPR & AED
- First Aid

Create additional sections to highlight certifications, technology, or other special skills you have, as well as community involvement if space permits.

EMPLOYMENT

- Auto Detailer – Don's Car Wash, Fargo, ND, Summer 2017
- Landscape/Snow Removal Assistant - Steve's Lawn Care, Moorhead, MN, 2014-2015

List additional employment in this way to save space if your resume is filling. If room allows, expand these work experiences in a similar way as shown in the "Related Experience" section.

INVOLVEMENT

- American Legion Baseball, Moorhead, MN
- T-ball Coach, Moorhead Parks & Rec

Layout Tips

- **Avoid using a template** – they are difficult to format and don't use space wisely! Choose a layout that is easy to read that highlights your most important qualifications, skills and experiences. Use 11 or 12 point easy to read font.
- Depending upon your experience and qualifications, your resume may be 1 or 2 pages long. If you have 2 pages, the second page must contain relevant information and should be at least two-thirds full. You may put references on the bottom of a second page.
- Prioritize the information on your resume. Put the most relevant information first.
- Omit an "objective" statement. Use this space to highlight qualification or create a branding statement.
- Avoid personal pronouns such as "I," "me" and "my."
- Begin with action verbs and use present tense for current experiences and past tense for experiences that have ended.
- Resumes must be factual, no fluff or embellishment!
- Avoid abbreviations and acronyms (exceptions: CPR, states, common terms to your profession)
- Create a separate reference page or add to bottom of resume to fill space - Omit heading "References Available Upon Request".
- You may need 2-3 different versions of your resume. Create one that can be pasted into online.
- Save your resume as a PDF document to use with online application systems.

Key Resume Words

Accounting Skills

Administered
Allocated
Analyzed
Appraised
Audited
Calculated
Developed
Managed
Marketed
Planned
Researched

Artistic Skills

Created
Designed
Directed
Established
Illustrated
Integrated
Invented

Mechanical Skills

Assembled
Built
Calculated
Computed
Designed
Fabricated
Maintained
Operated
Programmed
Remodeled
Repaired
Solved
Trained

Office Skills

Approved
Arranged
Collected
Complied
Executed
Generated
Monitored
Organized
Prepared
Processed
Purchased
Recorded
Retrieved
Screened

People Skills

Adapted
Advised
Assessed
Assisted
Clarified
Coached
Communicated
Coordinated
Delegated
Directed
Increased
Organized
Oversaw
Planned
Prioritized
Recommended
Reviewed
Strengthened
Supervised

Research Skills

Clarified
Collected
Critiqued
Evaluated
Examined
Identified
Inspected
Interpreted
Interviewed
Investigated
Reviewed
Summarized
Surveyed

Supervisory Skills

Administered
Analyzed
Assigned
Attained
Chaired
Coordinated
Delegated
Developed
Directed
Executed
Increased
Organized
Oversaw
Planned
Prioritized
Produced
Recommended
Reviewed
Strengthened
Supervised

Verbal Skills

Addressed
Arranged
Corresponded
Developed
Directed
Drafted
Edited
Enlisted
Formulated
Influenced
Lectured
Moderated
Motivated
Negotiated
Persuaded
Publicized
Recruited
Reconciled
Spoke
Translated
Wrote

Miscellaneous Skills

Accelerated
Accomplished
Conducted
Demonstrated
Equipped
Founded
Implemented
Improved
Motivated
Recommended
Revamped
Scheduled



Find more information and resume examples on D2L - "Career Services – Resume Writing".