

RESUME

Full Address • City, State, ZIP • Phone Number • E-mail

OBJECTIVE: Design appeal print for an international retail company

City, State
May 2011

EDUCATION

- UNIVERSITY OF MINNESOTA**
College of Design
- Bachelor of Science in Graphic Design
 - Cumulative GPA 3.93, Dean's List
 - Fellowship from Range Scholarship

City, State
July 2009 - present

WORK EXPERIENCE

AMERICAN RAZOR
Sales Assistant

- Collaborated with the sales representative regarding displays to assist clients
- Developed and presented to retail customers in their retailing experience
- Thoroughly researched prior to recommending for inventory ordered
- Proven ability to increase retail product knowledge

City, State
Nov. 2008 - present

PLANET BEACH
Spa Consultant

- Sell retail and merchandise to most customers within Florida
- Build customer relationships by simply listening, analyzing all requests and needs
- Communicate with clients to fulfill their spa and beauty
- Attend professional events to maintain spa services
- Handle cash and deposits during opening and closing
- Retained employees of the resorts owned by me

City, State
May 2007

CATERER
Sales Assistant

- Served with four food facilities in various
- Market food items knowing me to the successful restaurants in a retail market
- Good listening and attention to each point
- To be successful in the business of catering
- needed to make future customers
- dealing with customer demands

City, State
Jan. 2005 - Feb. 2006

City, State
August 2009

Components of a resume

+ Examples

Purpose of a resume



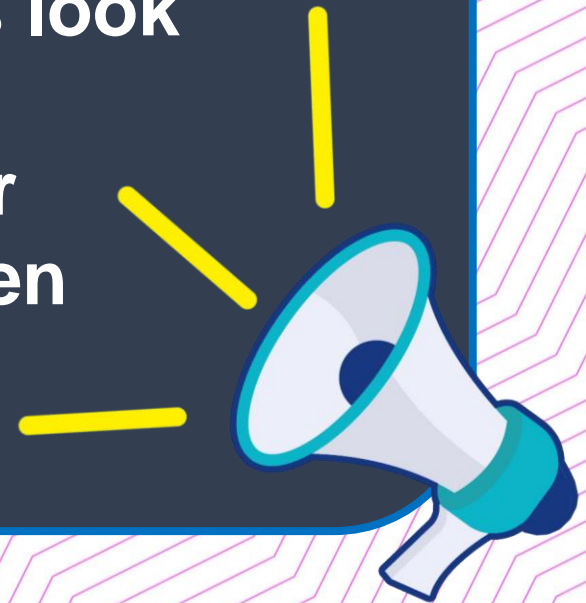
The goal and overall purpose of a resume is to introduce your qualifications and skills to employers. It's an informational document that tells your career story, outlining all details in an easily read format.

The importance of keywords

The job of keywords is to get the attention of hiring managers because it matches the job description. Given that most recruiters and hiring teams simply scan resumes for relevant experience, having keywords makes your resume stand out against all other candidates.

Reminder:

On average, employers look at a single resume for seven to ten seconds.



Core Components of a resume

Core Components

- 1) Contact information
- 2) Objective Statement
- 3) Experience
- 4) Skills
- 5) Education

The goal and overall purpose of a resume is to introduce your qualifications and skills to employers. It's an informational document that tells your career story, outlining all details in an easily read format.

1) Contact information

The purpose of your contact information is to help the hiring manager quickly know who you are and how to reach you.

Your contact information must include:

- First and last name
- Email
- Phone number

Beth Smith, CAPM
215 W. State Street, Milwaukee, WI 53201
bethsmith@comcast.net www.linkedin.com/beth-smith Cell: 555-263-1678

Joe Oberon joberon@provider.net
(919) 555-2948 • 5728 Burnett Road, Carrboro, NC 27561 • linkedin.com/joeoberon

2) Objective Statement

You can best think of your resume objective as an elevator pitch. It's the first resume section the hiring manager will see and should grab their attention immediately.

Example:

Professional Summary

Exceptionally organized housekeeper, bringing over 10 years of experience in hotel housekeeping. Adept at efficiently completing tasks in independent or team-based fashions to achieve and maintain high client satisfaction.

3) Experience

One of the most important components of a resume is work experience.

For each entry in your list of work experience, be sure to include the following details:

- Company or employer name
- Location (city and state)
- dates of employment
- With three to five bullet points, list your duties and achievements.

Example:

Experience

CRANE & JENKINS | Tampa, FL

Accounting Clerk

Jul 2018–Feb 2022

- Served as primary point-of-contact for vendor inquiries, promptly investigating issues and solving concerns
- Received, tracked, and accurately processed 50+ vendor invoice payments on a weekly basis
- Reconciled and batched payments on a daily basis

3) Experience (Cont.)

**IF YOU HAVE
LITTLE TO
NO WORK
EXPERIENCE**

If you have little to no work experience

You can put volunteer work on your resume. This is a good method for highlighting leadership skills and showing the hiring manager that you have the necessary hard and soft skills required for the job.

if your volunteer experience is highly relevant to the position you're applying for, treat it the same as professional experience by listing it in your work experience section with three to five bullet points describing your responsibilities.

4) Skills

Your resume's Skill section provides the hiring manager with a concise, easy-to-read summary of your knowledge and skill sets.

List your most marketable skills and include a combination of **Hard skills** and **Soft skills** to demonstrate to potential employers that you are a dynamic, well-rounded applicant.

Hard skills are often restricted to those that you have learned through education, training, or other practical experience.

soft skills are personality qualities and people skills.

4) Skills (Cont.)

Hard Skills **Example:**

- Accounting and Finance
- Copywriting
- Project Management
- Microsoft Word
- Microsoft Excel
- Computer skills

Soft Skills **Example:**

- Communication
- Teamwork
- Problem-solving
- Time management
- Critical thinking
- Decision-making
- Organizational

5) Education

This component outlines your educational background and any academic achievements or awards you have received.

Example:

Education

Westboro High School | Dallas, TX
Accounting Clerk
May 2022

- 3.9 GPA. Related courses include Ethics in Nonprofits, Spanish and Sociology.



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July 2009 - present

WORK EXPERIENCE

AMERICAN RAZOR

John Johnson

- Collaborated with the sales representative regarding displays to assist clients
- Developed and executed in-store displays to assist customers in their buying experience
- Thoroughly researched every phase of responsibility for inventory control
- Proven ability to increase my product base by 10%

City, State
Nov. 2008 - present

PLANET BEACH

Joe Conacher

- Full retail and merchandising to meet company sales goals
- Built organizational skills by single-handedly handling all responsibility
- Created promotional events to assist in sales and needs
- Annual promotional events to assist in sales and needs
- Handle cash and deposits during opening and closing
- Motivated employees of the results based to be

City, State
May 2007

CATERER

Joe Conacher

- Assisted with the food service in various
- Made food items according to the menu of customers
- Made food items according to the menu of customers
- Made food items according to the menu of customers

City, State
Jan. 2005 - Feb. 2006

Components of a resume

END