

A strong resume gives employers a quick, focused snapshot of your skills, experiences, and accomplishments as they relate to the position you're seeking. It creates a strong first impression and often determines whether an employer wants to learn more. Therefore, it's essential that your resume is clear, focused, well-crafted, and tailored to the job.

2 Types of Resumes

1. Reverse Chronological

- Preferred by Recruiters: This format highlights recent, relevant experience, making it easy to understand your professional growth.
- ATS-Friendly: Simple, linear structures are less likely to confuse automated screening software.
- Easy to Read: Hiring managers can quickly identify your career trajectory.

2. Hybrid (combination of chronological and functional/skills-based)

- Highlights Skills, education and accomplishments shows hiring managers the most valuable information first
- Highlights Skills & Experience Equally: It leads with a functional skills section, followed by a detailed work history.
- ATS Friendly: It is generally preferred over purely functional resumes, making it easier to pass automated scanning.
- Best for Career Changers: To highlight transferable skills relevant to a new industry.

Resume Essentials

- A phone number that allows you to receive voicemail
- A business-like email address that you check everyday
- Resume/professional summary followed by a skills section
- Accomplishment statements
- Do not give your entire life story
- Avoid negatives/info that doesn't help you
- NEVER leave grammatical errors, misspellings, & stray marks. PROOFREAD!

7 Sections to Include in Your Resume

1. Contact and Professional Social Media Details - MUST HAVE

List your professional email address, phone number, and your professional social network profile (ex. LinkedIn) or portfolio.

2. Professional Resume Summary - MUST HAVE

A summary for a resume needs to dash off your professional/academic achievements and skills that are relevant to the job posting.

3. Education - MUST HAVE

Include any training and certifications if it's relevant, and add key courses related to the job. Also add your grade point average (if above 3.5), scholarships, honors, or awards.

4. Skills and Expertise - MUST HAVE

Wizard at Word? Proficient in Photoshop? Google Ad Words guru? Make sure to include essential hard and soft skills.

5. Relevant Experience - MUST HAVE

Don't stress about this, we all started somewhere. Include any paid, unpaid or volunteer roles you held during your studies.

6. Certifications - OPTIONAL

Showcases specialized training and professional development.

7. Projects - OPTIONAL

Demonstrates practical application of your skills outside of a formal job.

Resume Summary

Also known as a *Professional Summary*, a resume summary is a brief statement at the top of your resume that highlights your most relevant qualifications. A strong summary helps set you apart by quickly introducing who you are, what you offer, and how your skills and experiences align with the position. Use this section to showcase key strengths, past achievements, and concrete examples that demonstrate your value to an employer.

TIP: Keep your summary to 2–4 sentences and tailor it to each job you apply for.

TIP: If you're a student or career changer, focus on transferable skills, education, and relevant experiences.

Resume Summary Template

[Your current role or status] seeking [type of role/internship] in [field or industry]. Brings experience in [relevant skills, coursework, or work experience], with strengths in [key skills]. Demonstrated ability to [achievement, responsibility, or outcome]. Motivated to [how you will contribute or what you hope to support].

Resume Summary Examples

1. Student Applying for Internship

- Motivated finance student seeking an internship to apply academic knowledge in financial analysis, accounting, and business operations. Brings hands-on experience in retail and customer service, with strong skills in cash handling, data accuracy, customer communication, and problem-solving. Known for reliability, attention to detail, and the ability to work effectively in fast-paced, results-driven environments.

2. Career Changer

- Detail-oriented professional transitioning from software engineering into medical imaging, with a strong foundation in technology, data accuracy, and problem-solving. Recently completed the Diagnostic Medical Imaging (DMI) program at City College of San Francisco, gaining hands-on training in radiographic procedures, patient positioning, and safety protocols. Combines technical expertise with a commitment to patient care and accuracy in fast-paced clinical environments.

3. Career Advancement

- Community-focused professional with experience working in nonprofit organizations that provide health, social, and community-based resources. Demonstrated success supporting programs, coordinating services, and collaborating with community partners to meet client needs. Seeking to advance into a leadership role to mentor staff, strengthen program delivery, and support equitable access to resources through effective team leadership and community engagement.

4. Summary (Bulleted Format)

- Current Marketing student seeking opportunities in social media marketing (Branding Bullet)
- Hard Skills (skills related specifically to the job)
- Soft Skills (interpersonal skills such as team player, attentive to detail)
- Skilled in Microsoft Office (Excel, PowerPoint) | Sprout Social | Salesforce | HubSpot | Qualtrics | CRM
- Bilingual, fluent in Spanish

Positive Action Words

To make your resume stand out, start each bullet point with an action word (e.g., assisted, coordinated, analyzed, supported) that clearly describes what you did and how you contributed. Action words help employers quickly understand your skills, responsibilities, and accomplishments, and they highlight the qualities that make you a strong employee. Choose words that accurately reflect your experience and that match the skills listed in the job description whenever possible.

Management

- Developed
- Planned
- Organized

Helping

- Related
- Guided
- Led

Communication

- Defined
- Clarified
- Listened

Manual

- Operated
- Tended
- Controlled

Research

- Recognized
- Surveyed
- Investigated

Teaching

- Influenced
- Persuaded
- Briefed

Creative

- Innovated
- Designed
- Developed

Detail

- Approved
- Validated
- Retained

Financial

- Analyzed
- Calculated
- Budgeted

Selling

- Contracted
- Reviewed
- Inspected

Skills

The skills section highlights what you can do and how you add value to an employer. To make this section easy to read and impactful, group your skills into clear categories (such as *Technical Skills*, *Computer Skills*, or *Interpersonal Skills*) rather than listing them randomly. Include a mix of **hard skills** (technical or job-specific abilities) and **soft skills** (communication, teamwork, reliability). Choose skills that are relevant to the job or internship you are applying for, and prioritize those mentioned in the job description. Be honest and only list skills you can confidently explain or demonstrate. Skills can come from many experiences, including coursework, part-time jobs, volunteer work, projects, or internships.

Example of Skills Section

- **Technical & Job-Related Skills:** Data entry and record management | Cash handling and transaction processing | Inventory tracking | Scheduling and appointment coordination | Scheduling and appointment coordination
- **Computer & Digital Skills:** Microsoft Excel (basic formulas, spreadsheets) | Microsoft Word & PowerPoint | Google Workspace (Docs, Sheets, Calendar) | Email and calendar management
- **Soft Skills:** Clear verbal and written communication | Customer service and interpersonal skills | Team collaboration | Time management and reliability | Adaptability and problem-solving