

VANDAL RESUME GUIDE



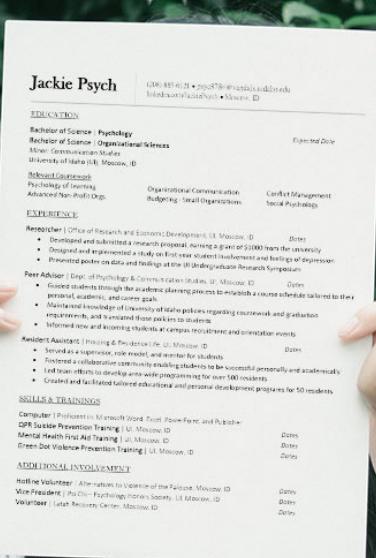
University
of Idaho

Career Services

What is a resume?

A resume is a concise document that details your skills, education, and experience. Employers may only scan your resume for 30 seconds or less to initially determine if your background matches the position. With such a short time to make an impression, it is important to create a specific, easy-to-read resume that aligns with each position that you apply to. A strong, well-tailored resume can be the factor that lands you an interview.

Every resume is unique— using different content, layouts and design. However, regardless of style, good resumes are well-organized and well-written, highlighting your best qualifications for the job.



Resume Example and Key

FORMAT

Margin width is usually between .5-.1". Margins should be even on all 4 sides of the document

Font is 11-12pt size. Use professional font style such as Arial, Calibri, Georgia, or Helvetica

Spacing is such that the content fills the page, but is not overcrowded

Length is one or two FULL pages

CONTENT & LANGUAGE

Statements highlight **transferable skills** for the job being applied to (e.g. communicating with customers)

Action verb phrases are used to describe skills and experiences

Highlight details, skills, and terminology relevant to the field you are applying to.

Heading includes name and contact info, and is visually pleasing

Name is the biggest, boldest thing on the resume

HEADING

Jane Vandal
(208) 885-XXXX avandal@vandals.uidaho.edu 71011 Elmer Street, Moscow, ID 83843

EDUCATION

Bachelor of Science in Psychology
University of Idaho, Moscow, ID
GPA: 3.4

Expected May 20xx

COMPUTER SKILLS

Proficient in Excel, Word, PowerPoint, Twitter, Facebook; experienced in database entry

PROJECTS

"Designing a Playground to Encourage Play", Lifespan Development Class, University of Idaho, Moscow, ID

Fall 20xx

- Designed a playground for children ages 5-10 that would allow children to engage in many types of activities that promote cognitive development
- Wrote a report outlining the benefits of the playground as it pertained to relevant research, and presented the report to an audience of peers and faculty.

EXPERIENCE

Research Assistant, Department of Psychology, University of Idaho, Moscow, ID Fall 20xx-Present

- Assist faculty with administering experiments, briefing participants, and processing data
- Communicate with research participants over email to coordinate dates and answer questions
- Gather data and perform statistical analysis

Morning Crew, Arby's, Moscow, ID

Summer 20xx

- Communicated with customers to answer questions and ensure their needs were met
- Organized and documented inventory
- Provided efficient and quality service by collaborating with co-workers

Secretary, Business Professionals of America, University of Idaho, Moscow ID Spring 20xx-Fall 20xx

- Took minutes at weekly meetings and published them on group Facebook page
- Organized activities with 3 other officers including inviting attendees, securing location, and planning activities
- Assisted with budgeting and recorded financial data in Excel spreadsheets

SERVICE/ACTIVITIES

Team Member, Ultimate Frisbee, Intramural Sports, University of Idaho

Spring 20xx-Present
Fall 20xx

Volunteer, Pullman Senior Citizen Center

Check for spelling, grammar, and punctuation errors!

SECTIONS & ORGANIZATION

Section titles are named appropriately; common section titles include Education, Experience, Projects, Activities, Skills...

Sections are **ordered** such that the **most relevant** sections are near the top of the resume.

Each section is **consistently organized**:

-Dates are in a consistent location throughout

-Each "experience" includes basic info listed in the same order (e.g. job title, organization, location, dates)

-Bold, underline, or CAPS are used consistently on job titles, degree names, etc.

Have your resume reviewed by a career advisor!

Contact Career Services at (208) 885-6121 or
careerservices@uidaho.edu.

What can I include on my resume?

Education

Leadership
Roles

Certificates, Licenses,
Trainings

Employment
History

Volunteer & Service Experiences

Educational Experiences
(Projects, Study Abroad,
Campus Activities)

Technical &
Software Skills

Publications or
Presentations

Memberships in
Organizations

Conferences & Workshops

Language
Skills

Awards & Honors



What are action verbs and how can I use them in my resume?

Action verbs are words such as “led...”, “coordinated...”, and “organized...” that describe the skills and accomplishments you used in a job or experience. Action verbs used at the beginning of each line make it easy for an employer to understand your skill set:

Babysitter | Private Family, Boise, ID

Nov 20xx - Jan 20xx

- Supervised three children, ages 4-11, after school and on weekends
- Communicated with parents about children's behavior and progress on homework
- Adapted activities to children's moods and activity levels to provide a safe environment



How can I highlight transferable skills in my resume?

Transferable skills are those that can be utilized in a wide variety of situations. Perhaps you learned how to multitask under pressure when you worked as a server in a restaurant. This skill could be relevant to a career in teaching, business, or just about any job setting.

Transferable skills can be developed in jobs, class projects, campus involvement, parenting, hobbies, sports, volunteer work— virtually anywhere. These are great to highlight on your resume, since they are often relevant to the next job you're applying to.

Examples of transferable skills:

Organizing	Working under pressure or deadlines
Managing conflict	Leading a team
Communicating with customers	Working independently (without supervision)
Coordinating activities or tasks	Following protocol

IMPORTANT: Avoid adding these skills on your resume in the form of a list. Employers tend to say that they don't believe an applicant if they simply state "good multitasker" on their resume. Instead, incorporate transferable skills into your descriptions of your experiences on your resume, through action verbs:

Server | The Breakfast Club, Moscow, ID

Nov 20xx- Jan 20xx

- Multitasked to provide friendly service to customers while handling orders
- Communicated with patrons, hosts, servers, and managers

How can I tailor my resume to a specific job?

Each time you apply to a different job, you should use a different version of your resume. A specially created resume matching the job will help the hiring committee understand how your skills and experience fit the position, and will increase your chances of an interview.

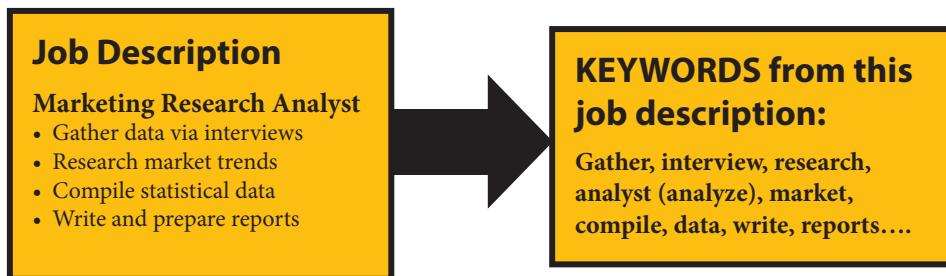
You won't need to rewrite your whole document. Instead, save your resume file under a new name, and adjust the wording to match the job description as closely as possible.

Step 1: Determine which of your skills and experiences to highlight.

Consider which elements of your background are most relevant to the position you're applying to. Perhaps you did a project in one of your classes that is related, or volunteered for an event with a similar organization.

Make these relevant items stand out on your resume by adding additional details (bullet points) or by moving these sections higher up in the resume.

Step 2: Gather keywords from the job description, and incorporate them into your resume. (see graphic below for an example)



The resume entry below includes keywords from the job description above:

- Recruitment Chair | Kappa Sigma, University of Idaho, Moscow, ID, Fall 20xx-Spring 20xx**
- Gathered information and analyzed potential candidates to determine eligibility and fit
 - Marketed events to living and social groups to recruit new members
 - Conducted informal interviews of candidates during events
 - Compiled data on member opinions to make recruitment decisions

Jackie Psych

(208) 885-6121 • psyc8784@vandals.uidaho.edu
linkedin.com/JackiePsych • Moscow, ID

EDUCATION

Bachelor of Science | Psychology

Expected Date

Bachelor of Science | Organizational Sciences

Minor: Communication Studies

University of Idaho (UI), Moscow, ID

Relevant Coursework

Psychology of Learning

Organizational Communication

Conflict Management

Advanced Non-Profit Orgs.

Budgeting - Small Organizations

Social Psychology

EXPERIENCE

Researcher | Office of Research and Economic Development, UI, Moscow, ID

Dates

- Developed and submitted a research proposal, earning a grant of \$1000 from the university
- Designed and implemented a study on first-year student involvement and feelings of depression
- Presented poster on data and findings at the UI Undergraduate Research Symposium

Peer Advisor | Dept. of Psychology & Communication Studies, UI, Moscow, ID

Dates

- Guided students through the academic planning process to establish a course schedule tailored to their personal, academic, and career goals
- Maintained knowledge of University of Idaho policies regarding coursework and graduation requirements, and translated those policies to students
- Informed new and incoming students at campus recruitment and orientation events

Resident Assistant | Housing & Residence Life, UI, Moscow, ID

Dates

- Served as a supervisor, role model, and mentor for students
- Fostered a collaborative community enabling students to be successful personally and academically
- Led team efforts to develop area-wide programming for over 500 residents
- Created and facilitated tailored educational and personal development programs for 50 residents

SKILLS & TRAININGS

Computer | Proficient in: Microsoft Word, Excel, PowerPoint, and Publisher

QPR Suicide Prevention Training | UI, Moscow, ID

Dates

Mental Health First Aid Training | UI, Moscow, ID

Dates

Green Dot Violence Prevention Training | UI, Moscow, ID

Dates

ADDITIONAL INVOLVEMENT

Hotline Volunteer | Alternatives to Violence of the Palouse, Moscow, ID

Dates

Vice President | Psi Chi – Psychology Honors Society, UI, Moscow, ID

Dates

Volunteer | Latah Recovery Center, Moscow, ID

Dates

Volts N. Ohms

208-885-6121

ohms8221@vandals.uidaho.edu

987 Shocking Street, Moscow, ID 83843

Education	<u>Bachelor of Science in Electrical Engineering</u> <i>University of Idaho</i> , Moscow, ID GPA: 3.58			Expected May 20xx
	<u>Relevant Coursework</u> Power Electronics Energy Systems I,II Microcontrollers Electrical Circuits I,II Digital Logic Signals and Systems I,II			Pulse and Digital Circuits Communications Circuits Advanced Electronics
Engineering Experience	<u>Electronics Design Intern</u> <i>Schweitzer Engineering Laboratories</i> Pullman, WA <ul style="list-style-type: none"> ▪ Designed FPGAs in a fast paced environment utilizing VHDL ▪ Developed mixed signal circuits to meet project specifications ▪ Wrote reviews, plans, and product documentation ▪ Implemented firmware and software necessary for hardware product development ▪ Attended technical meetings with colleagues and supervisors 			Summer 20xx
Computer Skills	<u>Proficient in:</u> ▪ VHDL ▪ PSpice ▪ MATLAB ▪ Java ▪ Microsoft Word	<u>Knowledgeable in:</u> ▪ HTML ▪ PERL ▪ Windows OS, Mac OS X, Linux ▪ Microsoft Excel ▪ Microsoft PowerPoint	<u>Familiar with:</u> ▪ MPLAB ▪ C++ ▪ Microsoft Publisher ▪ Microsoft Outlook	
Leadership	<u>Senator</u> <i>Associated Students University of Idaho (ASUI)</i> Moscow, ID <ul style="list-style-type: none"> ▪ Wrote and passed legislation that allocated funds, stated ASUI positions, and altered the structure and administration of student government ▪ Attended weekly senate meetings to discuss and implement ideas and policies ▪ Proposed senate structure modifications that were revised and passed by ASUI senate 			Fall 20xx - Spring 20xx
Other Experience	<u>Finishing Specialist</u> <i>Platinum Construction</i> Idaho Falls, ID <ul style="list-style-type: none"> ▪ Remodeled and constructed homes specializing in finishing work ▪ Utilized power tools and precision instruments to finish interior woodwork ▪ Communicated with co-workers to ensure timely completion of tasks 			Summers 20xx - 20xx
Volunteer Service	<u>Construction Volunteer</u> <i>Community Action Center Housing Rehabilitation Program</i> Pullman, WA <ul style="list-style-type: none"> ▪ Led a team of four volunteers in repairing interior finish work in homes ▪ Assisted with repair and improvement of owner-occupied homes ▪ Coordinated with other teams to make efficient use of time on site 			Fall 20xx - Spring 20xx
	<u>Server</u> <i>Idaho Falls Community Outreach Center Soup Kitchen</i> Idaho Falls, ID <ul style="list-style-type: none"> ▪ Organized a team of 10-15 volunteers in food distribution once a month ▪ Interacted with individuals coming to the soup kitchen for meals 			Summer 20xx
Associations	<u>Member</u> <i>Institute of Electrical and Electronics Engineers</i> Moscow, ID <ul style="list-style-type: none"> ▪ Contributed to discussions during weekly meetings and networking sessions ▪ Gained industry and career pathway knowledge through company tours 			Fall 20xx - Spring 20xx

 (208) 885-6121
✉ vand0000@vandals.uidaho.edu
📍 Moscow, ID

JOSEPH VANDAL

EDUCATION

Master of Architecture

University of Idaho

College of Art & Architecture
NAAB Accredited
Boise, ID | May 20xx

Rome Study Abroad
Rome, Italy | June-July 20xx

Bachelor of Science in Architecture

University of Idaho

College of Art & Architecture
Interior Design Minor
Moscow, ID | December 20xx

AWARDS & HONORS

- AIA Henry Adams Medal | 20xx
- 1st Place, AIA Spokane Honors | 20xx
- Alumni Award for Excellence | 20xx
- LCA Architects Honor Award | 20xx
- Dean's List | 7 semesters

SKILLS

Revit

AutoCAD

SketchUp

Rhino3D

3ds Max

Adobe Creative Suite

Hand Drawing

Graphic Design

Photography

RELEVANT EXPERIENCE

Intern Architect | McGuire Design

Sacramento, CA | May-August 20xx

- Created schematic designs for commercial retail space projects
- Collected and documented field measurements of existing facilities
- Participated in on-site client meetings throughout projects
- Modeled projects in Revit, editing renderings with Adobe Suite
- Assisted with the submittal/RFI process

Graduate Teaching Assistant | University of Idaho

Boise, ID | August-December 20xx

- Instructed and monitored use of studio equipment and materials
- Critiqued projects and provided guidance on senior studio projects
- Conducted software demonstrations, including SketchUp and 3ds Max
- Provided support to faculty at the Urban Design Center

Construction Assistant | Wright and Sullivan, LLC

Boise, ID | May-August 20xx-20xx

- Drafted blueprints for small home remodel projects
- Recorded invoices and updated supervisor on project budgets

ACTIVITIES

Chapter Vice President | American Institute of Architecture Students

Boise, ID | 20xx-present

- Organized professional development opportunities and firm visits
- Led discussions on case studies from Arch Daily

Team Lead | Habitat for Humanity

Moscow, ID | April 20xx-August 20xx

- Led a team of 5 volunteers to construct affordable housing
- Managed inventory and re-organized delivery of materials

College of Art & Architecture Ambassador | University of Idaho (UI)

Moscow, ID | August 20xx-May20xx

- Presented to high school students about opportunities at UI
- Guided newly admitted students through class selection and registration

Resume Checklist

Formatting

- Is the document visually pleasing?
- Is the font style professional and an appropriate size? (11-12pt)
- Are there different sections? (Education, Experience, Skills, etc.)
- Is the layout consistent? (Dates in the same location? Same font throughout?)

Sections

- Do you have a clear header with your name and contact info easy to find?
- Does your “Education” section include the name of your degree, university, location and expected graduation?
- Does your “Experience” section(s) include your role/title, the organization or company name, location, and dates?
- Do you have a “Skills” section including hard (technical) skills such as software or languages?
- Do you include other sections such as “Projects,” “Leadership,” or “Volunteerism?” (These are optional, but can be included if relevant.)

Content

- Does each experience include bullet points demonstrating accomplishments and the skills used?
- Does each statement start with an action verb? (Analyzed, built, presented, etc.)
- Do you avoid listing vague skills such as hardworking, good communicator, etc.?
- Are there any other relevant skills or experiences you have not yet included? (Ex. Personal projects such as rebuilding a car, attending a leadership conference, or an unpaid job for a family member?)

COME SEE US!

Career Services offers assistance in every aspect of writing, formatting and proofreading **resumes, cover letters, curriculum vitae, or other application documents.**



(208) 885-6121

careerservices@uidaho.edu

www.uidaho.edu/careerservices

Vandal Success Center - Commons 3rd Floor



University
of Idaho

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