

# Resumes

Resumes highlight your experiences & qualifications. Most students start with a 1-page resume that over time grows to a maximum of 2 pages. Focus on experiences relevant to the job(s) to which you are applying. Tailor your resume to each job, infusing key words from the job description into your application materials.

Consider section headings listed on the left. Always include contact information, page number (if applicable), education, and professional experience. Additional sections may be added based on your specific experiences, skills, or certifications.

Layout and appearance is important. Don't get too fancy. Resumes should be clean, legible, organized, and consistent. Use black text between 10 and 12 points. Experiences within each section should be listed with the most recent experience first. Date ranges should be right aligned.



SUB 202 | 208.792.2144 | secc@lsc.edu

## CONTACT INFO

Your name should be prominent and bold. At a minimum, include your cell phone number and email address.

## PERSONAL STATEMENT

These are not objective statements. Objective statements simply state what you are looking for. Personal statements are used to describe what you offer an employer. This is your chance to give the hiring manager a quick look at why your resume is worth their time.

## EDUCATION

List your university, degree, major, and minor. Be sure to list any awards, honors, and study-abroad experience. You may also consider highlighting relevant coursework beyond what is typically required of your major. (Once you have earned a degree you may drop your high school or GED.)

## PROFESSIONAL EXPERIENCE

Highlight any work experience and internships in reverse chronological order (most recent first). Use STAR method (Google this) and action verbs to describe your responsibilities, actions, and impact.

## SKILLS & CERTIFICATIONS

List any hard skills or professional certifications you possess. For example, languages, MS Office Suite, Adobe Photoshop, CAD, computer science languages, or nursing certifications. If listing soft skills, be ready to provide evidence and examples in an interview.

## LEADERSHIP (OR SERVICE) EXPERIENCE

Any organizational involvement, community service, and leadership roles you hold should be included. Apply STAR method to describe your involvement.

FIRSTNAME LASTNAME | LCSTUDENT@LCMAIL.LCSC.EDU | 123-456-7890

### PERSONAL STATEMENT

Excellent communication and interpersonal skills, with 4+ years' supervisory experience. Very detail oriented, dependable, and proficient with \_insert super cool software name>\_ your company uses.

### EDUCATION

**Bachelor of Science in Business Administration (Minor in Marketing)**

Lewis-Clark State College (LCSC) | Lewiston, ID

May 2019

### EXPERIENCE

#### Support Specialist

Idaho Food Bank | Lewiston, ID

September 2016- Present

- Coordinate and supervise 15 volunteers during annual off-site food drives and food sort events to ensure efficient use of resources and effective execution of food drive objectives
- Manage donations by maintaining a cash database and sending *thank you* letters to donors to support activities that further the organization's mission of providing food for all
- Compile information for over 30 food pantries in Nez Perce County and develop food assistance resource guides for distribution to 58 clients to provide helpful information for community partners

#### Cashier's Assistant, College Student Retention Program

Costco Wholesale | Portland, OR

May-August 2016

- Collaborated with a large employee team to excel in member service by locating products in an inventory system, responding to member requests and preferences, and ensuring the cleanliness and safety of the warehouse

#### Office Assistant

LCSC Admissions Office | Lewiston, ID

October 2014-August 2016

- Coordinated with a staff of 13 professionals to support department events and execute project-based tasks effectively
- Developed and distributed marketing materials for events
- Exercised excellent communication skills to meet the needs of students, parents, and alumni through scheduling appointments, answering phone calls, and responding to specific requests and questions

#### Peer Career Mentor

LCSC Student Employment Center | Lewiston, ID

September 2014-May 2016

- Aided peers in developing professional documents through one-on-one appointments
- Promoted Student Employment services and events through presentations and peer interaction

### COMMUNITY INVOLVEMENT

#### Volunteer Mentor & Supervisor

McSorley Elementary School | Lewiston, ID

January-May 2016

- Mentored 25 elementary school students while supervising a team of 10 college student mentors through weekly games and activities to foster meaningful relationships and expose students to the opportunity of higher education

### SKILLS

- Bilingual: English/Spanish
- MS Office Suite
- Adobe Photoshop