

# CAREER & PROFESSIONAL

## DEVELOPMENT CENTER

### RESUME TIP SHEET

**Objective** – Two or three part objective, such as:

1. Position desired:
2. Organization type:
3. Knowledge, skills, or experience you have to offer:

**When beginning your resume, brainstorm first and remember to consider your:**

Education:

Skills/Qualifications:

Related Experience and/or Internships:

Other Experiences or Class Projects (if you don't have much work-related experience):

Employment History:

Honors, Activities, Memberships, or Volunteer Work:

#### **Format for Skills & Experience:**

1. Begin the phrase with an action verb: lead, initiated, communicated, supervised...
2. Use descriptors to provide more detail by responding to one or more questions:
  - What did you do?
  - How did you do it?
  - How often did you do it?
  - Why did you do it?
3. Include a few Results/Accomplishments, and use numbers when possible:

For example:

- ...resulting in a 15% increase in sales, over three consecutive quarters
- ...resulting in no audit deficiency for the three year audit cycle

**TIP:** See the “RED BOOK” on the Career & Professional Development Center web site [www.calu.edu/careers](http://www.calu.edu/careers) for sample resumes, cover letters, list of action words, interviewing tips and more!

Be sure to upload your cover letter on [Hire CALYou](#) (A free, online, one-stop career portal for CALU students, alumni and employers)