



## Your Name

Fort Collins, Colorado | 970-000-0000 | camtheram@gmail.com | linkedin.com/in/yourname

### QUALIFICATIONS

- Excellent verbal and written communication skills developed through communications coursework and internship
- Strong customer service and problem solving skills gained through managing customer requests at Panera
- Experienced team player dedicated to advancing social access through collaborating on creative projects

### EDUCATION

#### Bachelor of Arts in Communication Studies

Expected May 20XX

CONCENTRATION IN RHETORIC & CIVIC ENGAGEMENT

GPA: 3.36/4.0

Colorado State University, (CSU) Fort Collins, CO

*Relevant Coursework:* Group Communication, Intercultural Communication

### RELEVANT EXPERIENCE

#### Communication Intern, National Park Services

May 20XX - August 20XX

Fort Collins, Colorado

- Wrote 10 clear and concise science communication products that effectively conveyed complex information while increasing audience engagement by 15%
- Collaborating closely with subject matter experts, gathering information and incorporating editorial suggestions to ensure accurate and impactful content creation
- Optimized images for web-based communication through skillful implementation of Photoshop

#### Communication Comparative Analysis, Group Communication Course, CSU Spring 20XX

- Researched team communication dynamics in virtual, hybrid, and in-person professional settings
- Wrote an in-depth analysis comparing strengths and challenges and presented suggestions for managers

### ADDITIONAL EXPERIENCE

#### Team Member, Panera Bread

March 20XX - December 20XX

Fort Collins, Colorado

- Demonstrated exceptional customer service skills by warmly greeting and assisting guests, resulting in a consistently positive dining experience for customers
- Adapted seamlessly between different roles and responsibilities based on business needs

#### Nanny, Boyer Family

Summer 20XX

Broomfield, Colorado

- Developed leadership skills through effectively communicating with parents and children, accepting feedback, and tailoring activities to suit the unique needs of each child
- Managed children's schedules, including school pickups, extracurricular activities

### LEADERSHIP & COMMUNITY ENGAGEMENT

#### Q'mmunity Mentor, Pride Resource Center, CSU

August 20XX - Present

Fort Collins, Colorado

- Provide incoming queer students with valuable support to foster academic, personal and social success

#### Header:

Your name should be the largest element on the page and stand out. Include your phone number and personal email. You can list your pronouns in this section underneath or next to your name. Ex: (she/her)

#### Qualifications: (This section is optional)

Showcase your top qualifications/skills through 3-5 bullets.

Tailor this section to each job description, utilizing keywords to show how you have what the posting is looking for

#### Education:

List your degree, your expected graduation date, university city and state. GPA is optional, but recommended if above 3.0

#### Experience:

List items in reverse chronological order, (most recent experiences first)

Use bulleted statements to showcase your skills and achievements. See back page for more.

This is an example of a student highlighting their identities, which we fully support. We also acknowledge that bias exists in the application process. Click **here** to learn more about this topic and **here** to see examples of how to describe identity-based experiences.



View More  
Resume  
Examples  
Here!

## Formatting Tips

- 1 - 2 pages full pages max, no 1.5 pages
- Margins no less than .5" all around
- Use **bold**, *italics*, and spaces to distinguish different sections
- Suggested fonts include: Calibri, Arial, Georgia, Times New Roman
- Content font size 10 - 13, Header can be 14 - 16

## Creating Strong Bullet Points

A resume is a tool to highlight your strengths and accomplishments. Your life experiences matter and we encourage you to showcase them in a way that feels authentic. Reflect on experiences from full/part-time jobs, internships, volunteer work, sports, clubs, academic projects and presentations and create your own strong bullet point.

- |   |   |
|---|---|
| <input type="checkbox"/> No personal pronouns           | <input type="checkbox"/> Use industry specific terms          |
| <input type="checkbox"/> Use consistent tense           | <input type="checkbox"/> Use job description to craft bullets |
| <input type="checkbox"/> Provide metrics when available | <input type="checkbox"/> Use strong <b>action verbs</b>       |

**Action Verb + Skills Used + *Result/Value Added***

## Examples

**Mastered** various coffee brewing techniques, including espresso, pour-over, and cold brew,  
*ensuring consistently high-quality beverages.*

**Processed** financial transactions at highest profiting store in the area, handling over \$500 a day  
and counting, managing, and distributing tips to colleagues.

### Now you try

*Action Verb*

*Task & Skills Used*

*Result/Value Added*

*Action Verb*

*Task & Skills Used*

*Result/Value Added*



View Action  
Verbs for  
Resumes

# Additional Resume Guidance

## Header Section

- Add LinkedIn if your profile is complete. The Career Center can help you craft a profile.

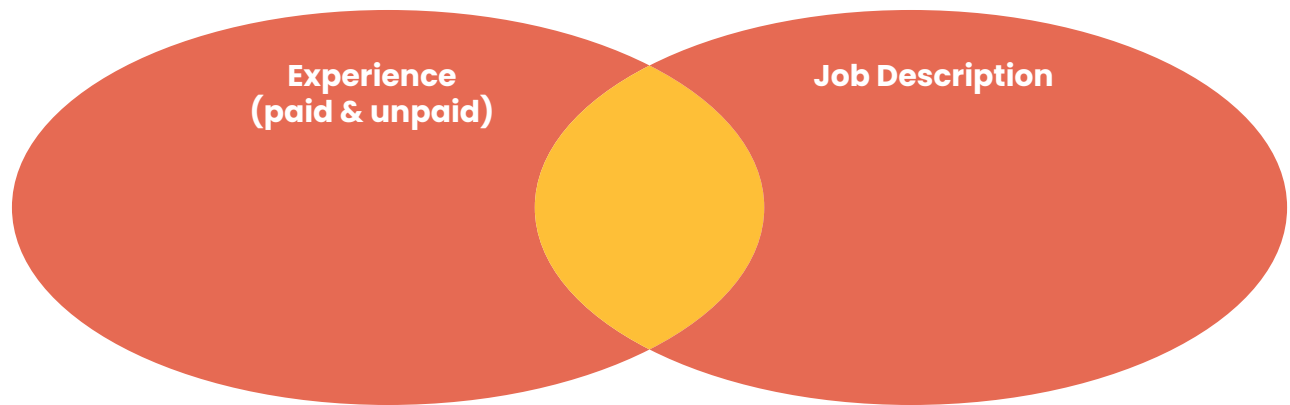
## Education Section

- This is the place you can list concentrations, minors, study abroad experience, and relevant coursework/projects. You can also consider creating a separate section on your resume to highlight projects.

**Choose what to include on your resume based on what the job description is asking for. Find overlap between your experience and the job description.**

## Possible Sections

- Education
- Qualifications for [job title]
- Relevant Experience
- Additional Work Experience
- Leadership & Involvement
- Certifications
- Awards
- Volunteering
- Projects
- Research Experience
- Skills



## Include Transferable skills in your bullet points!

Transferable skills are abilities and competencies that can be applied across different roles and industries. These skills are not limited to specific job functions, making them valuable assets that can be transferred and utilized in various contexts.

We recommend highlighting transferable skills on your resume!

**For example, skills like communication, problem solving, leadership, adaptability, teamwork, and time management are all transferable and can be relevant in multiple scenarios.**

## Examples

### ***Applying to another barista job***

- Mastered various coffee brewing techniques, including espresso, pour-over, and cold brew, ensuring consistently high-quality beverages. (Job specific skills)

### ***Applying to a non-barista job***

- Fostered a collaborative work environment by effectively communicating and coordinating with team members.
- Proactive problem solver, adept to resolving customer dissatisfaction and addressing any issues that arise during the shift.

Next Steps: Save the job description to keep for the interview and start writing your **cover letter**. Save the final resume draft as PDF (e.g. FirstName LastName \_ Resume \_ Company Name)