

CAREER & PROFESSIONAL DEVELOPMENT CENTER

RESUME TEMPLATE

Your Name

youremail@domain.com | 555-555-5555 | linkedin.com/in/yourprofile

Education

University of Utah

Bachelor of Science: Environmental Science

- Minors: _____ & _____
- Awarded Dean's List: 3 semesters

Note: no longer include High School information.

Include month & year of graduation.

May 20__
GPA: 3.57

(Optional) Relevant Coursework:

- Course Name: brief description of skills gained or projects completed
- Course Name: brief description of skills gained or projects completed

Experience

Student Member

U of U Ballroom Dance Club

- Use [a commitment statement](#) :
• action verb, details, outcome/impact
• when writing bullet points

Use tab settings in Microsoft Word to align dates & locations

August 20__-Present
Salt Lake City, UT

Experiences in reverse chronological order (most recent first).

Cashier

Example Fast Food Co.

- Developed strong customer service skills by greeting customers and maintaining positivity.
- Handled daily cash and debit/credit transactions of \$500+, displaying high levels of responsibility.
- Abided by strict health policies to maintain restaurant cleanliness & customer safety.
- Collaborated with a team of 5 per shift to deliver quick & efficient service.

May 20__-Present
Salt Lake City, UT

Position/Title:

Organization:

August 20__-Present

Location:

Leadership Experience

Position Title:

Organization:

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Note: Don't limit "experience" only to formal jobs or work history. You might also include student clubs, volunteering & other involvements! If you want, you could include an entire section for a certain experience category.

Dates:

Location:

(Optional) Skills

Languages:

Technical:

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How to Write Strong Bullet Points

Write about your **ACCOMPLISHMENTS & RESULTS**, not job duties or responsibilities.

Writing about your job duties/responsibilities only shows employers what you were supposed to do, not what you accomplished. Instead, write about the accomplishments and results of what you've done so that you show employers the *unique value* you added in each of your roles and why it would be beneficial to hire you!

Use this 3-step formula to write strong bullet points:



Example: Strengthening an okay bullet point to transform it into the best bullet point:

Okay bullet

- Assisted with writing part of a plan...

Good bullet

- **Wrote and analyzed** part of a plan...

Better bullet

- **Wrote and analyzed** **environmental impacts section of City's general plan**...

BEST bullet

- **Wrote and analyzed** **environmental impacts section of City's general plan, contributing to its successful adoption and resulting in community's first living document.**

Examples of Strong Bullet Points

- Increased sales in Utah and Idaho by 57% in 3 months, despite a reduction in sales force.
- Researched long-term disability insurance and found a package that would save the company \$7,000 annually.
- Promoted teamwork on a team of 5 in a fast-paced restaurant while exceeding sales by 12% over 10 weeks.
- Developed manufacturing process of a new spotlight, increasing quality and decreasing manufacturing costs by 50%, helping the product be more marketable.
- Communicated well with many homeowners, creating good customer relations that led to return appointments.
- Taught 50 students in biweekly review sessions on fundamentals of organic chemistry and effective study techniques, leading to their better understanding and higher exam scores.
- Developing 27 cylindrical concrete columns with regular steel, stainless steel, and GFRP reinforcing bars and spirals to test and compare the compression strengths and corrosiveness of each material.