

## Résumé Writing Guide

### CHRONOLOGICAL FORMAT

Lists previous employment in reverse chronological order with most recent position held listed first.

ADVANTAGES: Emphasizes a stable work history and directly related experience.

DISADVANTAGES: Not appropriate if work experience isn't recent, if there are gaps in employment or if work experience does not relate.

### FUNCTIONAL FORMAT

Qualifications are organized by skill categories with less emphasis on chronological work history.

ADVANTAGES: Highlights skills that are applicable to a specific position despite a lack of lengthy employment history.

Great for career changers or those with good transferable skills.

DISADVANTAGE: Must have knowledge of relevant skills being sought but may be less credible given the lack of employment history to support claims.

### COMBINATION FORMAT

Highlights a specific skill set and also shows a steady work history.

ADVANTAGES: More flexible format that can be customized.

DISADVANTAGE: Skill sections may need to change frequently if multiple employers are being sought.

### RÉSUMÉS ARE DIVIDED INTO THREE MAJOR CATEGORIES:

Résumé Type	Structure	Those who use it...
Chronological	Step-by-step breakdown of career by dates in reverse chronological order.	Have a steady work history that directly relates to the position they are applying for.
Functional	Emphasizes 2-4 major skills by showcasing them.	Are usually re-entering the workforce after a hiatus or are changing careers.
Combination	Hybrid of the two.	Have a steady work history but want to emphasize their functional skills as well.

### WHAT SKILLS & QUALITIES ARE IMPORTANT ON A RÉSUMÉ:

Communication Skills	Teamwork Skills (get along with others)
Strong Work Ethic	Analytical Skills
Initiative	Flexibility/Adaptability
Interpersonal Skills (relationships)	Computer Skills
Problem Solving skills	Detailed Oriented

# What not to do on a Résumé

Don't focus on what you want to gain from the experience, but rather **what you have to offer**.

## *Healthy Student*

5500 University Parkway  
San Bernardino, CA 92407  
909-555-5555

[thebudstopshere@gmail.com](mailto:thebudstopshere@gmail.com)

To highlight your name use 15 – 20 font size, but avoid using **fancy** fonts.

Use the **same font type and size** throughout the rest of the résumé for consistency.

**OBJECTIVE** *Seeking an internship in the medical field where I can learn about being a doctor.*

**EDUCATION** BA in Biology  
CSUSB  
GPA: 2.85

Avoid abbreviations.

The graduation date is missing which leaves the reader guessing.

Do not provide the course number just the course title.

Relevant Coursework:

BIO 200, BIO 201, BIO 202, CHEM 215, CHEM 216, PHYS 121  
PHYS 122, PHYS 123, ENG 316, PSYCH 100, PSYCH 390

**EXPERIENCE** Rec. Center at CSUSB, 5500 University Drive San Bernardino, CA

- Assist students in using the exercise machines
- Perform general office duties and set-up new memberships
- Attend weekly staff meetings.
- **Enhance** interpersonal skills

Check for spelling errors and typos.

Be consistent with punctuation.

Use past tense for past activities and present tense for current activities.

**ACTIVITIES** AMSA, Pre-med. Club, 5500 University Drive San Bernardino

- **I** went to the training conference.
- Participated in various service events for the community.
- **We** organize events for students interested in the medical field.

Avoid using first person pronouns such as "I" and "we".

Pre-Medical/Pre-Health Conference, 5500 University Drive San Bernardino, CA

- Plan a conference for over 300 people
- Contacted and scheduled local and regional medical schools

**SKILLS** Computer: Microsoft Office  
Language: Spanish

Inconsistent margins and bullet size.

**INTERESTS** Mountain climbing, Reading and Listening to music.

Give more detail about your language fluency.

**REFERENCES** Norm McDonald      Rec. Center      909-555-0123  
Sarah Freeland      Biology      909-555-4567

1. Consistency is key when developing a successful résumé.
2. Avoid using templates because it is hard to work with the layout.
3. Use action verbs and details to fully describe tasks and duties emphasizing achievements.
4. Create a separate reference page that can be turned in during an interview.

## O\*NET: A tool to help improve your résumé

### CASHIER

Instead of this...	Say This...
Took money from customers	-Processed payments for merchandise in excess of \$1,000 daily by accepting cash, checks, credit cards and gift certificates.
Helped customers	-Assisted customers with product location, information, and selection comparisons for purchase options.

### CLERICAL

Instead of this...	Say This...
Helped people	<ul style="list-style-type: none"> <li>•Assisted a diverse campus population with inquires and information.</li> </ul>
Answered phone	<ul style="list-style-type: none"> <li>•Answered incoming calls for 5 staff members and provided information or routed calls as needed using a 10 line phone system.</li> </ul>

### TUTOR

Instead of this...	Say This...
Helped kids with homework	<ul style="list-style-type: none"> <li>•Assisted 3rd grade students individually or in small groups with homework on a daily basis.</li> <li>•Reviewed homework for completeness, reinforced learning concepts learned in class using alternative learning modes.</li> <li>•Helped student's master assignments through positive reinforcement.</li> </ul>
Graded papers	<ul style="list-style-type: none"> <li>•Reviewed up to 90 homework assignments weekly for completeness and accuracy.</li> <li>•Provided written feedback to students on strengths and areas for improvement. Recorded grades in electronic grade book weekly.</li> <li>•Advised head teacher when students needed additional assistance or had missing assignments.</li> </ul>

### WAITER

Instead of this...	Say This...
Seated customers	<ul style="list-style-type: none"> <li>•Escorted guests to tables and paid necessary accommodations for special needs guests.</li> <li>•Served water, provided menus, and informed guests about daily specials.</li> </ul>
Took orders	<ul style="list-style-type: none"> <li>•Informed guests about daily specials and answered questions about menu items.</li> <li>•Took orders for food and beverage using memorization skills.</li> <li>•Up-sold special menu items.</li> <li>•Input orders using computerized system for accurate billing and food preparation.</li> </ul>

# ACTION VERBS

## ACADEMIC, EDUCATIONAL AND RESEARCH

achieve	construct	enhance	interpret	restructure
acquire	contract	estimate	introduce	revamp
address	contribute	evaluate	invent	review
analyze	correct	examine	investigate	revise
assess	create	explain	originate	revitalize
assist	cultivate	explore	perceive	solve
author	demonstrate	extract	perform	stage
avail	design	formalize	pinpoint	streamline
build	determine	formulate	pioneer	structure
calculate	develop	frame	plan	study
chart	devise	gather	present	survey
co-author	diagram	generate	produce	teach
collaborate	direct	identify	prove	test
collect	discover	inform	publish	translate
compile	distribute	improve	purchase	tutor
compute	document	improvise	reorganize	utilize
conceive	draft	innovate	report	write
conceptualize	earn	inspire	replace	
conclude	edit	install	research	
condense	engineer	instruct	restore	

## MANAGEMENT AND LEADERSHIP

accomplish	attract	develop	guide	negotiate
activate	authorize	devise	handle	organize
adapt	award	direct	hire	originate
address	broaden	employ	implement	overhaul
administer	budget	encourage	improve	pioneer
advise	build	enforce	inaugurate	plan
allocate	change	enhance	increase	preside
amend	conclude	enlarge	initiate	program
amplify	conduct	establish	innovate	prompt
analyze	control	examine	instruct	propose
appoint	convince	execute	interview	recommend
approve	coordinate	expedite	institute	recruit
arbitrate	counsel	explain	launch	shape
arrange	create	facilitate	lead	strategize
assemble	delegate	form	manage	supervise
assess	demonstrate	generate	monitor	train
attain	determine	govern	motivate	

## TECHNICAL

accelerate	chart	develop	generate	reorganize
adapt	collect	devise	interface	research
analyze	compile	diagram	minimize	simplify
audit	compute	engineer	plan	solve
augment	consolidate	estimate	prepare	survey
automate	control	evaluate	process	trace
balance	decrease	examine	program	translate
calculate	design	forecast	promote	write
centralize	determine	formulate	redesign	

## GENERAL

amplify	clarify	devise	improve	prepare
anticipate	collaborate	discover	incur	prompt
assist	conceive	earn	instill	relate
assume	conceptualize	encourage	investigate	represent
attain	conclude	enhance	locate	resolve
augment	conduct	enrich	maintain	review
automate	contribute	explain	nurture	schedule
avail	coordinate	facilitate	obtain	serve
broaden	create	gain	operate	stimulate
challenge	determine	identify	perceive	suggest
change	develop	implement	pinpoint	support

## SANDY L. SCIENCE

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### SUMMARY

Skilled phlebotomist with a degree in pre-med biology and skills in medical research and technology.

### EDUCATION

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<b>Bachelor of Science in Biology</b> , Pre-Med Emphasis	2015
California State University, San Bernardino	GPA 3.71
• Minor in Biochemistry, Honor Society Member	

### TECHNICAL EXPERIENCE

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- Demonstrated commitment to the medical profession through volunteerism and education.
  - Experience in blood work analysis using standard methods for the treatment of bio samples.
  - Conducted research assessment and data analysis.
  - Skilled in writing research reports, including charts, flow schemes and analyses of data.

### PROFESSIONAL EXPERIENCE

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Loma Linda Veterans Association for Research & Education, Loma Linda CA	2012-present
Research Assistant I	

- Understand and follow specific clinical protocol requirements and standard operating procedures
- Work with a team of research professionals in a clinical environment
- Maintain confidential research information with professionalism
- Ability to use sound judgment in evaluating situations and making decisions
- Computer proficiency (Microsoft Word and Excel)
- Working knowledge of safety guidelines pertaining to blood collection, handling, and processing
- Obtain basic vital signs (height, weight, and blood pressure)
- Perform standard phlebotomy procedures on research subjects

### LABORATORY EQUIPMENT

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Atomic absorption spectrometer	Spectrophotometer
GIS, LPS, and LOI	Video transects
Electron microscope	Gas chromatography

### LEADERSHIP/AWARDS

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- CSUSB, American Medical Student Association (AMSA), Treasurer
  - Lambda Sigma Biology Club, Vice President
  - Pre-Medical/Pre-Health Conference, Planning Committee-Director of Speakers
  - Outstanding Anatomy and Physiology Student Recognition Award, 2012

### COMPUTER SKILLS

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Microsoft Office Tools, Word, Excel, Outlook, Access, and PowerPoint  
Basic web design utilizing Adobe Dreamweaver, SPSS

### OTHER EXPERIENCE

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- |           |                             |               |           |
|-----------|-----------------------------|---------------|-----------|
| • Cashier | Forever 21- Riverside Plaza | Riverside, CA | 2011      |
| • Hostess | Applebee's Restaurant       | Riverside, CA | 2010-2011 |

# Alejandro Del Medical

909-555-5555  
almed12@gmail.com

5500 University Parkway  
San Bernardino, CA 92407

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## SUMMARY OF QUALIFICATIONS

- Bilingual: able to speak, read and write in both English and Spanish languages.
- Experience in a fast paced hospital setting within various departments.
- Excellent written and verbal communication skills and the ability to establish rapport with patients.

## EDUCATIONAL BACKGROUND

Bachelor of Science in Kinesiology, Pre-Physical Therapy June 2015  
CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO, *San Bernardino, California* GPA 3.74

## CERTIFICATIONS

BLS for Healthcare Providers (CPR & AED), *American Heart Association* valid through 9/16  
ACLS for Healthcare Providers, *American Heart Association* valid through 9/16  
PALS for Healthcare Providers, *American Heart Association* valid through 9/16  
Management of Assaultive Behavior (MAB) valid through 6/15

## HEALTHCARE SHADOWING EXPERIENCE

- Dr. Brick Breeland, Community Health, San Bernardino County, CA
- Dr. Jose Rivera, Critical Care, Riverside Community Hospital, Riverside, CA
- Dr. Susan Carbon, Behavioral Health, Community Hospital of San Bernardino, San Bernardino, CA
- Dr. Patricia Pena, Geriatric Medicine, Veteran's Hospital, Loma Linda, CA

## PROFESSIONAL EXPERIENCE

*Clinical Care Extender* 2013-2014  
COPE Health Solutions at Riverside Community Hospital Riverside, CA

- Experience adapting to a variety of clinical areas and changing environments as a team member.
- Ability to quickly establish rapport with nurses and ancillary staff, orient to unfamiliar units, and independently take initiative performing job responsibilities.
- Assessing and recording intake and output, nutrition/hydration status, safety interventions, and vital signs on a wide range of patient demographics.
- Providing focused, one-to-one care and ensuring a safe and positive environment for the patient at significant risk for injury or complications.

## SCHOLARY ACHIEVEMENTS

- Poster presentation, "The importance of Preventative Health." APTA Conference 2012, Ontario, California.
- Dean's List, Academic Recognition, College of Natural Science
- Department of Science Award of Excellence, CSUSB

## PROFESSIONAL AFFILIATIONS

- American Physical Therapy Association (APTA)
- CSUSB, American Medical Student Association (AMSA)
- Kinesiology Student Association at CSUSB

## COMMUNITY INVOLVEMENT

- Pre-Med/Pre-Health Conference at CSUSB, Planning Committee Member
- Student volunteer with the San Bernardino Department of Public Health, Inland Coalition
- Volunteer at the CSUSB Disability Sports Festival 2012, 2013, & 2014