Career & Calling Résumé Guidelines   See links/resources @ **hc.edu/careerlibrary**

Font: Should be Times New Roman, Arial, or Calibri. The size of your font should be no larger than 12 with exception to your name. Section titles can be 12-pt font while information in each section can be at 10 or 11-pt font. This helps with fitting more information on one page.
Font Color: Text/font on résumé should be black. Any colors outside of black will result in your résumé not being approved in **Handshake**.

Length: The length of a résumé depends on the years of experience job candidate's possess. If you have less than five years of direct experience in your field of interest then the résumé should be only on one page. Candidates with more than five years of experience have the option of keeping their résumé on one page or going to two pages. Candidates with 10+ years' experience should have a 2-3 page résumé. If you are close to one page, but keep spilling over to a second page then we suggest that you go to **PAGE LAYOUT** and then **MARGINS** and choose the **NARROW** option so you can fit more text on one page.

Examples/Templates: Résumé Templates (Wizards) found in Microsoft Office are forbidden as they are difficult for Career Counselors (and job seekers) to adjust, amend, and critique, because of formatting associated with these templates.
An accepted résumé example for all HCU Huskies is on next page, and @ hc.edu/careerlibrary

Education: Your **Education** section should reflect your most current degree you are pursuing at the top of the section. If you have transferred from a community college, you should add the current degree you are pursuing at the top. Your high school should never be above the current degree you are pursuing at HCU. **If your résumé is missing the degree you are pursuing at HCU, it will be rejected in Handshake.**

Section Order: The Sections on your résumé should be in a certain order depending on the years of experience you possess. If you have less than five years of experience then your sections should be in the following order:

1. Professional Summary
2. Education
3. Skills
4. Clinical Rotations/Internship
5. Professional Experience
6. Volunteer Experience
7. Awards & Involvement
8. Achievements

Keep in mind that sections 1 & 6-8 are optional, but highly encouraged as it gives you additional opportunities to sell your well-rounded experience to potential employers. If you have more than five years of experience then the sections should be in the following order:

1. Professional Summary
2. Skills/Summary of Qualifications
3. Professional Experience
4. Organizations/Affiliations
5. Education

Keep in mind that the fourth section is optional. **Career and Calling can assist you with your specific résumé by arranging the sections according to your career goals and interests. Attend Drop-In Hours or schedule an appointment.**

Skills Section: Every résumé should possess a skills section. This is a section where you add bullets regarding any software you are familiar with such as QuickBooks, Cool Edit Pro, Photoshop, Illustrator, etc... If you are interested in the medical field then you should also add any lab instruments you are familiar with as well as medical theories, concepts, and medical procedures that are relevant to the field. The skills section is also where you add any additional languages you are familiar with besides English. Please do not put that you can speak English. Please do not add Microsoft Office unless you have advanced knowledge of the suite. It is expected that you should be familiar with Microsoft Office entering college. The key to a great skills section is being specific regarding your knowledge and expertise. **Adding general skills like "Great Communicator" or "Attention to Detail" is not specific and will not cause an to employer contact you.**

Experience Section: The Office of Career and Calling suggests that all internship/job descriptions have a minimum of three-five bullets/lines explaining each internship or job on your résumé. Each line should be in bullets as it is on the HCU Chronological Résumé Template at the bottom of this email. If your job descriptions are in paragraphs then your résumé will be rejected. This makes your résumé much easier to read as employers spend less than 10 seconds reading a résumé. If your job descriptions have less than three bullets/lines then your résumé will be rejected. If you do not remember what you exactly did in a previous/current job then we suggest you follow this link to a great resource by Monster.com that houses generic job descriptions: **http://hiring.monster.com/hr/hr-best-practices/recruiting-hiring-advice/job-descriptions/sample-job-descriptions.aspx**

Action Verbs: Every sentence on your résumé should begin with an Action Verb. **Your bullets/lines/sentences on your résumé should not begin with I, My, You, or Me.** Action Verbs bring your résumé to life as they convey the action you took to complete the job or internship. Here is a great article by the Muse that we believe you will find very helpful in finding the right Action Verbs for your résumé and experience: **https://www.themuse.com/advice/185-powerful-verbs-that-will-make-your-résumé -awesome**

Heading: The heading on the résumé should be centralized on the résumé and contain the following: Name, Address, Phone Number, Email, LinkedIn URL, or any other link that conveys your experience/portfolio. **Note: this important info should NOT be in an actual header.**

Scheduled appointments typically last 15-30 minutes. For longer appointments, Career Counselors go more in depth regarding your topic of choice including mock interviews, career assessments, LinkedIn Profile creation, etc... We also critique cover letters, personal statements, and Curriculum Vitae during Scheduled Appointments.

<div align="center">

Your Name

(Mail Address, City, State, Zip Code) • Phone # • Email Address
LinkedIn URL: linkedin.com/in/careerandcalling – *if active*

</div>

SUMMARY (Optional)
To create your summary -- a brief section at the top of the résumé -- identify what skills are required for the jobs you're applying for. Once you've identified the three or four most relevant, describe your accomplishments or skills in those areas.

Example of summary: Highly motivated Technical Support professional with 5+ years' experience. Strong verbal, listening and written skills. Comfortable in interacting with all levels of the organization and public. Able to negotiate and problem solve quickly, accurately, and efficiently. Adept at multitasking to achieve individual and team goals. Diverse background includes sales, customer service and supervision. Committed to quality and excellence.

EDUCATION

Houston Christian University (HCU   Anticipated Graduation: **05/2024**
Bachelor of Business Administration
- Major in Finance
- GPA: 4.0
- HCU Dean's List

TECHNICAL SKILLS
- Type 75 WPM
- Intermediate in Adobe Suite including Photoshop
- Accounting Knowledge: Expert in QuickBooks
- Fluent in Spanish – conversational and writing

PROFESSIONAL EXPERIENCE

Office of Career and Calling, HCU   **05/2023 – Present**
Accountant
- Prepare asset, liability, and capital account entries by compiling and analyzing account information
- Document financial transactions by entering account information and recommend financial actions by analyzing accounting options
- Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports

School of Nursing & Allied Health   **08/2020 – 05/2023**
Registered Nurse
- Identify patient care requirements by establishing personal rapport with patients
- Promote patient's independence by teaching patient, friends, and family to understand condition, medications, and self-care skills
- Assure quality of care by adhering to therapeutic standards; measuring health outcomes against patient care goals and standards; making or recommending necessary adjustments; following hospital and nursing division's philosophies and standards of care set by state board of nursing, state nurse practice act, and other governing agency regulations

Dunham College of Business, HCU   **08/2019 – 05/2020**
Financial Analyst
- Determine cost of operations by establishing standard costs and collecting operational data
- Identify financial status by comparing and analyzing actual results with plans and forecasts
- Guide cost analysis process by providing trends and forecasts; explaining processes and techniques; recommending actions
- Improve financial status by analyzing results; monitoring variances; identifying trends; recommending actions to management

VOLUNTEER EXPERIENCE

Memorial Hermann Hospital-Southwest   **11/2022 – Present**
Volunteer
- Provide patients' personal hygiene by giving bedpans, urinals, baths, backrubs, shampoos, and shaves; assisting with travel to the bathroom; helping with showers and baths

AWARDS & INVOLVEMENT
- Vice President of Psi Chi   **09/2022 – Present**
- Member of the Accounting Society   **Present**