

# Career & Calling Resume Guidelines

**Font:** The font on all resumes should be either Times New Roman, Arial, or Calibri. The size of your font should be no larger than 12 with exception to your name. It is okay to have your section titles at 12 font while the information in each section can be at 10-11 font. This helps with fitting more information on one page.

**Length:** The length of a resume 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 resume should be only on one page. Candidates with more than five years of experience have the option of keeping their resume on one page or going to two pages. Candidates with 10+ years' experience should have a 2-3 page resume. If you are close to one page, but keep spilling over to the 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.

**Templates:** Resume Templates found on Microsoft Office are forbidden as they are difficult for Career Counselors to adjust, amend, and critique, because of the formatting associated with these templates. **The accepted resume template for all HBU Huskies is on next page.**

**Font Color:** The text/font on your resume should be black. Any colors outside of black will result in your resume not being approved in Hire-A-Husky.

**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 HBU. **If your resume is missing the degree you are pursuing at HBU, it will be rejected.**

**Section Order:** The Sections on your resume 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 Experience 5. Professional Experience 6. Volunteer Experience 7. Awards & Activities 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. **The Office of Career and Calling can assist you with your specific resume by arranging the sections according to your career goals and interests. Attend Walk-In Hours or schedule an appointment.**

**Skills Section:** **Every resume 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", "Attention to Detail", etc... is not specific and will not cause an employer to contact you.**

**8. 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 resume.** Each line should be in bullets as it is on the HBU Chronological Resume Template at the bottom of this email. If your job descriptions are in paragraphs then your resume will be rejected. This makes your resume much easier to read as employers spend less than 10 seconds reading a resume. If your job descriptions have less than three bullets/lines then your resume 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 resume should begin with an Action Verb. **Your bullets/lines/sentences on your resume should not begin with I, My, You, or Me.** Action Verbs bring your resume 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 resume and experience: <https://www.themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome>

**Heading:** The heading on the resume should be centralized on the resume and contain the following: Your Name, Address, Phone Number, Email, LinkedIn URL, or any other link that conveys your experience/portfolio.

We also highly suggest that you attend our Walk-In Hours to meet with a Career Counselor about your resume/job search. **Walk-In Hours do not require an appointment as during this period a student may meet with a Career Counselor for 10-15 minutes regarding their preferred topic of choice including resumes, job search, choosing a major, etc...** Students attending Walk-in Hours or appointments usually walk out of the session with a finished resume.

**Scheduled appointments typically last 30-60 minutes.** In these 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.

# Your Name

Mail Address, City, State, Zip Code • Phone # • Email Address

**LinkedIn URL:** [www.linkedin.com/in/careerandcalling](http://www.linkedin.com/in/careerandcalling)

## SUMMARY (Optional)

*To create your summary -- a brief section at the top of the resume -- 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 Baptist University

Anticipated Graduation: **05/2016**

Bachelor of Business Administration

- Major in Finance
- GPA: 4.0
- HBU 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

**05/2013 – 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

**08/2010 – 05/2013**

*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

*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

**11/2011 – 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 & ACTIVITIES

- Vice President of Psi Chi
- Member of the Accounting Society

**09/2015 – Present**

**Present**