# RESUME GUIDE



**Prepare. Connect. Achieve.**

From Hardshell to Hired!

## What is a Resume?

A resume is a snapshot of your professional qualifications. It highlights your education, skills, experience, and accomplishments to show employers what you can bring to their team.

## Why It Matters

Your resume is often the first impression you make with an employer. A clear, well-organized, and tailored resume helps you stand out and get noticed.

## What This Guide Provides

This guide will walk you through:

- The essential parts of a resume
- Tips for writing strong experience descriptions
- Formatting best practices
- Action verbs and examples
- A final checklist

## Related Resources

- Download Resume Template
- View Sample Resumes
- Schedule a Resume Review

### TIP FOR SUCCESS

Tailor your resume for each job you apply for. Highlight experiences and skills that match the position you're interested in.

RANDOLPH COMMUNITY COLLEGE CAREER SERVICES

**Questions?**
Contact Career Services

careerservices@randolph.edu
336-328-1789

# THE ESSENTIAL PARTS OF A RESUME

Prepare.
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**Use the sections below to create a clear**, organized resume. These are based on the RCC resume template.

## 1 Contact Information

Include your full name (in a larger font), phone number, and professional email address. This should always be at the top of your resume.

## 2 Education

List your degree or diploma, the name of the institution, location, and expected or completion date. You may also include GPA (if 3.0 or above) and honors (optional).

## 3 Certifications

Include the name of the certification, issuing organization, and the date earned (or expected).

## 4 Work Experience

List your most recent experience first. Include the job title, company/organization name, location (city, state), dates of employment, and 2-4 bullet points that highlight your skills and accomplishments.

## 5 Additional Experience

Include volunteer experience, leadership roles, extracurricular activities, or relevant projects. Include organization name, location, dates, and brief descriptions.

## 6 Skills

List relevant technical skills, computer software, language skills, or other job-related abilities.

## RCC Resume Template

1. **First Last Name**
   ###-###-#### | email@email.com
2. **EDUCATION**
   **Randolph Community College,** Asheboro, NC — Expected: Month Year
   *Associates, Diploma in ____*
3. **CERTIFICATIONS**
   **Certification name** — Date Earned: Month Year
   *Issuing Organization/Company*
4. **WORK EXPERIENCE**
   **Job Title** — Month Year – Month Year
   *Company/Organization Name* — *City, State*
   - Managed, assisted with, or performed [specific responsibility/task], ensuring [quality, efficiency, customer satisfaction, or other goals].
   - Demonstrated [skill] by [specific example of what you did], contributing to [result/outcome].
5. **ADDITIONAL EXPERIENCE**
   **Volunteer Experience** — Month Year – Month Year
   *Organization Name* — *City, State*
   - Supported [organization/event/community] by [specific activity or responsibility].
   - Contributed to [project/event/cause] through [specific contribution], helping [people, organization, or community].

   **Leadership Experience** — Month Year – Month Year
   *Organization Name* — *City, State*
   - Led, organized, or coordinated [group/project/event] by [specific responsibility or action].
   - Encouraged, guided, or mentored [team members/peers/participants] to [goal or accomplishment].

   **Extracurricular Experience** — Month Year – Month Year
   *Organization Name* — *City, State*
   - Participated in [club, organization, activity, competition, or program], gaining experience in [relevant skill/area].
   - Collaborated with [team/group] on [project/activity], contributing to [specific outcome] while developing [skill].
6. **Skills**
   - Skill #1
   - Skill #2
   - Skill #3

## Remember

- Keep your resume to 1 page.
- Use a clean, readable font (e.g. Calibri, Arial, Times New Roman) in 10.5pt-12pt.
- Be consistent with formatting.
- List the most relevant information toward the top.
- Proofread for grammar and spelling.
- Tailor your resume to match the job description.

# WRITE A RESUME THAT MAKES AN IMPACT

Prepare.
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A strong resume helps you stand out by showing what you did, how you did it, and the value you can bring. Use the tips and examples below to create a resume that gets noticed.

## Tips For Strong Resume Bullets

**Start Strong**
Start with a strong verb (e.g. managed, created, assisted).

**Be Specific**
Include details like numbers. results, or skills used.

**Show Impact**
Highlight what you accomplished or a positive outcome.

**Stay Concise**
Make sure to use clear, straightforward language.

## EXAMPLES

Turn basic job duties into strong, results-focused statements.

| Instead Of... | Try... |
|---|---|
| Helped customers. | **Assisted** an average of 50+ customers daily, providing accurate information and resolving inquiries. |
| Worked at the front desk. | **Managed** front desk operations, greeted visitors, and directed inquires to the appropriate departments. |
| Responsible for social media. | **Created** and scheduled content for social media platforms, increasing student engagement by 30% over one semester. |
| Cleaned equipment. | **Maintained** and sanitized lab equipment daily, ensuring a safe and efficient learning environment for 20+ students. |

## Action Verb Bank

| Leadership | Communication |
|---|---|
| Led | Presented |
| Organized | Collaborated |
| Coordinated | Advised |
| Facilitated | Assisted |
| Trained | Corresponded |
| Supervised | Resolved |
| Motivated | Listened |
| | Explained |

| Creativity | Results |
|---|---|
| Designed | Improved |
| Developed | Increased |
| Created | Reduced |
| Wrote | Achieved |
| Produced | Enhanced |
| Edited | Streamlined |
| Planned | Supported |
| Implemented | Contributed |

## Additional Tips

- **Match the Job** - Use keywords from the job posting.
- **Show Results** - Include examples and numbers when possible.
- **Keep It Current** - Update your resume as you gain experience.
- **Get Feedback** - Have Career Services review your resume.

## You've Got This!

A strong resume is the first step in going from hardshell to hired. We're here to support you along the way.