



MISSISSIPPI STATE UNIVERSITY™
CAREER CENTER

300 MONTGOMERY HALL
WWW.CAREER.MSSTATE.EDU
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Résumé Writing
MODERN RÉSUMÉ

WRITING THE MODERN RÉSUMÉ

Résumés are strategic marketing documents. The modern résumé is sales focused, relevant, visually appealing, quality oriented, and succinct. Résumés are never one size fits all. Take the time to develop a document that is focused on the specific position you are interested in. The following guide provides details to develop each section of the résumé.

Modern résumés are strategic:

Laser focused to job target

Clear and concise

Keyword rich

Accomplishment oriented

Contemporary and distinctive

Linked to online presence

Proofread!

No staples

No front/back print

No photos

No templates

Style:

- Be consistent
- Achieve good balance of white space
- Center document on page
- Select .doc compatible fonts such as:
Book Antiqua; Bookman Old Style; Cambria; Garamond; Arial; Calibri; Trebuchet; Verdana; Tahoma.
- Size 9-12 depending on font
- Create visual interest: **Color**; **Bold**; *Italics*; Underline; ALL CAPS; Small Caps
- Use incremental line spacing, indents and tabs (never space bar for a tab) to create space and balance
- Moderate or narrow margins – 0.5
- Alignment – left, center, right, justify

Heading:

This should be unique to you. Think of it as a professional letterhead.

Include full name, phone number, and email address. Physical address is optional.

Your name should be bold and at least one font size larger than content.

Use your school or personal email address (never work email). Make sure the email address is professional.

MSU Student

123.456.7890

msustudent@gmail.com

MSU Student

student@msstate.edu

123-456-7891

WRITING THE MODERN RÉSUMÉ

Profile or Professional Summary:

This short, paragraph statement describes your qualifications and experience for the job, and it can be viewed as your sales pitch or tag line. Avoid personal pronouns (I, my). Review the position description to make sure key words are included. Include or close with an objective statement so the employer knows what you want. A “tight” writing style that limits pronouns and articles (a, an, the) will keep your résumé concise.

Example:

Competitive, championship winning football coach seeking sales pro position with BSN Sports. Direct knowledge of sports apparel and equipment needed to build successful athletic programs. Strong interpersonal skills with outstanding networking abilities among coaches and school administrators. High-energy coach with excellent leadership skills and ability to instill strong moral character and high integrity in players and colleagues.

- State championship title; six regional titles and seven playoff appearances in eight years.
- Overall Win/Loss record 75-31.
- Certified K-12 P.E., driver’s education and health teacher.

Skills:

List skills after profile to capture employer’s attention. Focus on skills relevant to the job. Best when highlighted as a list. Excellent way to incorporate key words from the position description.

Technical Skills: MATLAB | Auto CAD | InDesign | SPSS | SMART Board

Language Skills: Conversational in Spanish; Fluent in French

Alternate section titles include Computer Skills, Language Skills, Technical Skills, or Core Competencies.

*Note: Microsoft is a universal skill. List when job description calls for it but not as a stand-alone skill.

*Observe brand and logo style [e.g. PowerPoint; Starbucks (no apostrophe)]

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Experience:

Choose section headings that accurately describe the type of experience you are describing and the experience that relates to the job you are applying for. Experience and Work Experience are the most common. Other options include Leadership Experience, Volunteer Experience, or the focus area such as Forestry Experience.

Include job title, company name, city and state or country, and beginning and ending month and year. Use same format for each position. List experience in reverse chronological order.

Begin with a brief job description paragraph, one to two lines; this describes the overall job you performed. Think of the description everyone knows or assumes about this job.

- Build accomplishment bullets to highlight the contributions and successes you obtained while employed.
- What unique responsibilities did you have or how did you take initiative?
- Begin bullets with action verbs. Use present tense verbs for current positions and past tense verbs for previous positions. Refer to page 24 for a list of power verbs and page 25 for synonyms of commonly used verbs.

*Do not include street address or name of supervisor for experience.

Refer to page 23 for more sample job descriptions.

Job Description Outline:

Job Title. Name of Employer, City, State. Year–Year **(always include this information)**

Job description paragraph, one to two lines. **(this describes the overall job you performed)**

- Accomplishment bullets highlight the specific things you contributed to the employer.
- Use numerical data to quantify and further explain your results or success.
- Begin with action verbs and include key words for the job or industry.

Job Examples:

Resident Advisor

August 2015–May 2017

Mississippi State University | Department of Housing and Residence Life

Served over 50 undergraduate women in Hathorn Hall's Sorority Living Learning Community.

Performed administrative duties including maintenance requests and monthly key and inventory audits.

- Fostered a sense of community within the hall by helping freshmen build confidence, connect with others and get involved at the university.
- Selected to serve on Residence Director Recruitment Committee tasked with hiring future graduate assistants for Resident Director positions.
- Served as a senate member for the Resident Advisor Association.

The Orchard, Ridgeland, MS

March 2017

Premier retirement community offering independent living apartments, extended personal care, specialized Alzheimer's care, rehab therapy and skilled nursing care.

- ✓ Assisted Occupational Therapist with daily living routines such as feeding, exercise, and memory stimulation activities.
- ✓ Facilitated therapy with patients by demonstrating exercises and consistent repetitions.
- ✓ Learned OT observation techniques such as sensory-perception, sustained and divided attention, and graphomotor.

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Defensive Backs Coach, Gulfport High School Admirals, Gulfport, MS

2014–present

Develop players in safety and corner back positions through drills and physical training. Review film and stats for improved game performance and operations. Current overall win/loss record 29-19.

- 2017 (8-4) Region 4 6A Champions
- 2015 (9-3) Region 4 6A Champions
- 2016 (6-6) 1st Round State 6A Playoffs
- 2014 (6-6)

PACCAR Engine Plant, Columbus, MS

January-August 2018, September-January 2019

Engine Plant Co-op

Managed technician crews for preventative system maintenance and provided updates to the existing plan as needed.

- Reverse engineered parts for fabrication by creating AutoCAD drawings.
- Drafted technical drawings for hydraulics, lubrication, and spare parts for vertical CNC mills using AutoCAD.
- Designed data collection instruments and machine improvement projects for plant-wide cooling system.

Engineering Intern

Neel-Schaffer-Water Resource Engineering Department-Jackson, MS

Summer 2019

Analyzed, updated, and drafted plans as well as estimated budgets for various city improvement projects.

- Computed cost estimates for the total number of pipes and valves within the Force Main Project.
- Reviewed plans and specifications for errors and omissions with the New Hope Pump Station and Force Main Project, the Liberty Park Water Supply Well Project, and the Greenwood Sewage Treatment Improvements Project.
- Drafted fire evacuation plans with AutoCAD for the Briar Hill Rest Home Domestic Wastewater Treatment System Improvements Project.

UNITED STATES NAVY, 2010 - 2016

MEDICAL ADMINISTRATION TECHNICIAN, NORFOLK, VIRGINIA

Managed operations for healthcare facility ensuring medical records were correct and updated.

- Ensured 100% accuracy when verifying 1800+ vaccination records.
- Trained and managed a staff of 14.
- Provided administrative support to medical staff.

Student-Athlete

2017-2019

Mississippi State University | Women's Cross-Country Team

Competed in 25+ NCAA cross country meets. Maintained a 3.9 overall GPA while committing to weight training, practices, team meetings and competition.

- Worked as a team to accomplish XYZ goals.
- 4-time SEC Academic Honor Roll Recipient.
- MSU M-Club team representative.

WRITING THE MODERN RÉSUMÉ

Additional Categories:

These activities help add experience and skills to your résumé. When engaging in campus organizations and leadership, be intentional about building skills and experiences that will be relevant to your job search and career goals. For example, a student planning to become a professional event planner might serve as the social chair for an organization to build relevant experience for the résumé.

List full name of organization or award. Spell out Greek names for honor societies, fraternities and sororities. Note leadership roles held within organizations. Include on-campus and community honors and activities.

- Campus Involvement
- Leadership
- Honors
- Organizations
- Licensure
- Research
- Study Abroad
- Co-op
- Skills
- Certifications
- Honors/Awards
- Volunteer
- Teaching
- Publications
- Presentations
- Professional Associations
- Notable Class Projects

*Can include academic honors in the Education section.

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Education:

List degree title (refer to online course catalog for accuracy), school name, city and state/country, and graduation month **AND** year. Do not include “Expected” or “Anticipated” before graduation date. List high school only if relevant to the job.

Optional Can list Education at the end of the résumé when the job search is not related to your degree field and when your experience better describes your qualifications for the job (e.g. co-op or internship experience).

Bachelor of Science in Biology May 2019
Mississippi State University, Starkville, MS

Bachelor of Arts in English, May 2019
Mississippi State University, Starkville, MS
President’s Scholar, Overall GPA 3.98/4.00

Honors: You may include honors distinction as follows –
Bachelor of Science *summa cum laude* in Kinesiology, Clinical Exercise Physiology

<u>Honors Graduate</u>	<u>Academic Honors</u>
<i>summa cum laude</i> : 3.80–4.00	Dean’s Scholar: 3.50–3.79
<i>magna cum laude</i> : 3.60–3.79	President’s Scholar: 3.80–4.00
<i>cum laude</i> : 3.40–3.59	

Include GPA if 3.0 or higher. Don’t forget to include the scale - Example: GPA 3.26/4.00.
You can use institution, overall, or major GPA. Remember to label appropriately.

Know your degree: Ask your advisor or look online in the MSU Catalog for the correct degree.

Bachelor of Science in Psychology
Bachelor of Arts in English
Bachelor of Accountancy
Bachelor of Business Administration
Bachelor of Social Work
Bachelor of Landscape Architecture

Mississippi State University, Starkville, MS May 2019
Bachelor of Business Administration in Finance, concentration in International Business
Bachelor of Arts in Foreign Languages, Spanish

Associate of Arts May 2017
Meridian Community College, Meridian, MS

Taylor Jackson

Starkville, Mississippi

662.312.5544 | tdj233@msstate.edu

PROFILE

MSU freshman offering diverse work experience with excellent communication skills and outstanding customer service. Seeking part-time job on campus or in local community.

Available Hours:

Monday/Wednesday 12:00 p.m.–10:00 p.m.

Tuesday/Thursday 10:00 a.m.–5:30 p.m.

Friday and weekends open availability

EDUCATION

Bachelor of Arts in Communication with a concentration in Public Relations

May 2021

Mississippi State University, Starkville, Mississippi.

WORK EXPERIENCE

Sales Associate, Libby Story, Starkville, Mississippi

August 2018–Present

(Write a short description of your job)

Style outfits for customers and dress mannequins to promote new lines. Create merchandising displays for showroom floor.

(Bullet list of specific accomplishments)

- Expand product knowledge by working in different departments such as shoes, menswear, and jewelry.
- Make night deposits from \$500-\$2,000.

Camp Counselor, Camp Kumbaya, Yellow Springs, Ohio

Summers 2017–2018

Led groups of ten campers in eight weekly camp sessions throughout the summer. Responded to crisis situations including severe weather and medical emergencies.

- Created daily themes such as What's Cooking Monday, Try a Craft Tuesday, and Take a Trip Wednesday.
- Taught swim lessons daily to ten 13 year-olds as a certified Water Safety Instructor.

Childcare Provider, William's Family, Columbus, Mississippi

May 2016–August 2016

Ensured the safety, health, and welfare of three children, ages five to ten. Provided daily updates to parents about children's behavior.

- Organized safe, fun, educational, and age-appropriate activities for children.

VOLUNTEER EXPERIENCE

Oktibbeha County Humane Society, Starkville, Mississippi

October 2018–Present

Perform daily kennel duties such as cleaning, feeding, and providing clean bedding and litter pans.

Receive and sort donations such as cleaning supplies, newspapers, food, towels, treats, and toys.

- Promoted ten pet adoptions by sharing knowledge about potential adoptees with the public.

SKILLS AND CERTIFICATIONS

Experience using Microsoft Excel, Word, PowerPoint and Publisher, Adobe Illustrator, and Photoshop.

Operate office equipment such as multiline telephone, copy machine, and cash register.

First Aid and CPR certified.

HONORS/ACTIVITIES (After your first semester of college, only include honors and activities from your college experience.)

Greenville High School: Senior Class President; Beta Club; HS Band, Percussion-Section Leader.

John Smith

Starkville, MS

(662) 325-3344 ▪ jsmith@gmail.com

EDUCATION

Mississippi State University
Bachelor of Science in Mechanical Engineering
3.75/4.00 GPA

December 2020

CAREER EXPERIENCE

Mississippi State University Center for Advanced Vehicular Systems (CAVS)

June 2019-present

Undergraduate Research Assistant

Manage dynamic experiments of metals for publication in scientific journals and industry research. Participated in a team of 2 graduate and 2 undergraduate researchers on various projects to support the center's research.

- Inventing and patenting actuator control device, which allows actuators to achieve acceleration up to 25,000 m/s² and velocities of 20 m/s.
- Designing and manufacturing the first dynamic monotonic testing apparatus capable of testing materials at the intermediate strain rate with closed loop control.

Gulf State Engineering, Inc. – Nashville, Tennessee

Summer 2018

Mechanical Engineering Intern

Worked directly under the vice president, traveling to various companies and project sites to meet clients, review designs, and discuss the scope of work. Reviewed, updated, and organized CAD drawings for the management of projects.

- Traveled as a company representative to Mars Inc. in Waco, Texas, to present and discuss a multimillion design build for a future factory expansion.
- Self-taught in Risa 3D to design and review structure framing for 3 projects.
- Designed and completed 5 seismic bracing projects using the National Fire Protection Association standards.

Viking Range, LLC – Greenwood, Mississippi

Summer 2017

Mechanical Engineer Intern

Manufactured various prototype pieces to improve new and previously created appliances. Worked with senior lab techs on quality control audits to understand the quality of the manufacturing processes.

- Implemented a solution that salvaged a household appliance, saving the product and approximately \$225,000 in revenue.
- Certified a new residential appliance through the Canadian Standards Association, increasing Viking's portfolio.

NOTABLE ACCOMPLISHMENTS

- American Society of Mechanical Engineers Member Academic Excellence Scholarship
- Sigma Alpha Lambda Honor Society, Alpha Delta Lambda Honor Society, Phi Kappa Phi Honor Society
- President's Scholar
- Shackoul's Honors College

KEY SKILLS

- Certified in Solid Works
- Knowledgeable in Abaqus Finite Element analysis
- Experience with the complete Auto Desk software package

MICHAEL SMITH

Jackson, MS | 662-123-4567 | michael.smith@gmail.com

PROFESSIONAL SUMMARY

Competitive, championship winning football coach seeking sales pro position with XYZ Sports. High-energy professional with sport leadership experience that can be leveraged to turn relationships into high volume sales. Offering strong interpersonal skills and outstanding networking abilities among coaches and school administrators. Possess direct knowledge of sports apparel and equipment needed to build successful athletic programs along with the desire to outfit teams and programs with the best fit for their specific budget and style.

- State championship title; six regional titles and seven playoff appearances in eight years.
- Overall Win/Loss record 75-31.
- Certified K-12 P.E., driver's education and health teacher.

COACHING EXPERIENCE

Defensive Backs Coach, Jackson High School Bulldogs, Jackson, MS **2014–present**
Develop players in safety and corner back positions through drills and physical training. Review film and stats for improved game performance and operations. Current overall win/loss record 29-19.

2017 (8-4) Region 4 6A Champions	2015 (9-3) Region 4 6A Champions
2016 (6-6) 1 st Round State 6A Playoffs	2014 (6-6)

PLAYING CAREER AND AWARDS

Central Community College, Central, MS: Strong Safety and Long Snapper **2007**
Memorial Football Award | Presidential Scholarship | Athletic Scholarship

Best High School, Best, MS: All- State Football and Baseball **2005–2006**

TEACHING EXPERIENCE

Jackson School District, Jackson, MS **2014–present**
Teach eight sections of physical education for first through ninth grades. Travel to three different schools in the district (elementary, middle and high-school) to deliver course content.

- Make accommodations for children with special needs.
- Facilitate age and grade level activities that reach multiple interest and skill levels.

EDUCATION

MISSISSIPPI STATE UNIVERSITY, Starkville, MS

Master of Science in Educational Leadership	August 2013
Bachelor of Science in Kinesiology: Sport Pedagogy	May 2010
Minors in Health and Drivers Education	

CENTRAL COMMUNITY COLLEGE, Central, MS

Associate of Arts	May 2008
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