



CAREER SERVICES

EFFECTIVE RESUME

Resume Builder: <https://nccu-csm.symplicity.com/>

About Resumes

An effective resume carefully incorporates details about your background that will attract the attention of prospective employers. Your resume should highlight your accomplishments, education, experience and/or interests that relate to a particular job/career. A resume is generally used as a complement to a letter of application. The goal is not to distribute your resume everywhere, but to have control over who sees it. Remember resumes are subjective; there are several ways of writing one.

Effective Formatting

- Since most resumes are only given 10 to 15 second glances during prescreening, design your resume for easy skimming.
- A resume should be one page. It should also be one full page. Two-page resumes are typically appropriate only for those with extensive work experience or those applying for jobs in the field of education.
- A resume must not contain any spelling or grammatical errors; therefore, you should have a number of people proofread your final draft.
- Emphasize your strengths and achievements by CAPITALIZING, italicizing, bolding, and spacing.
- A resume should have even margins. (.5 inch – 1 inch all around)
- Capitalize your name and all resume headings.

Resume Dos and Don'ts

- Avoid using the pronoun "I".
- Utilize action verbs when describing work or activities.
- If you have an e-mail address, be sure to include it at the top and make sure it is professional and appropriate. (i.e. eintern@gmail.com, eintern@nccu.edu)
- Do not include your social security number, photos, or birth

date on a resume.

- List jobs and higher educational institutions in reverse chronological order.
- Be sure to mention relevant coursework or volunteer work if you do not have sufficient work experience.
- Your resume must look professional. Therefore, you should have it laser printed or typeset professionally.
- Use white or off-white bond paper.
- Make sure that you include a telephone number where you can be reached during the work day.
- If you include an objective on your resume, make sure that it is specific to the job or field that you are applying to (i.e. To secure an internship within the marketing department at AYZ Company).
- If your resume is too lengthy or wordy, discern which information is most relevant and marketable and omit unnecessary information.

Bullet Points: STAR

For each bulleted action, try to answer the following questions:

- What was the purpose of your action?
- Who did you work with to accomplish this?
- How did it help the organization/group?
- What was the final outcome of your contribution?

*The more descriptive you are, the more an employer can evaluate how you might fit the position. Make certain that you draw attention to all achievements, honors, and awards that you received in college, in your activities, or in your employment.

QUANTIFY: Provide statistics and numbers to demonstrate achievements.

Helpful websites: <https://nccu-csm.symplicity.com/students/>, www.vault.com, www.quintcareers.com, www.resume-resource.com, www.onetonline.org

ELIZABETH C. INTERN

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OBJECTIVE	To obtain an internship in the field of TV production	SAMPLE
EDUCATION	North Carolina Central University Bachelor of Arts in Communications Minor in Business Cumulative GPA: 3.4 Major GPA: 3.8	Durham, NC May 2011
HONORS & AWARDS	Dean's List: Spring 2007 – Present Academic Achievement Scholarship	
COURSEWORK	Understanding; Television Film/Video I & II; Theories of Media & Society\	
RELEVANT EXPERIENCE	YTV <i>Production Intern</i> <ul style="list-style-type: none">Assist production team with various aspects of post, field and studio productionHelp develop daily schedule for on-air productionOperate still camera for segments on “Request A Video Live”Attend and contribute at producer meetings weeklyCollaborate with supervisor on various special projects	Raleigh, NC February 2008 – Present
	Live with Randy and Katie <i>Intern</i> <ul style="list-style-type: none">Learned camera and audio techniques for studio and field productionAssisted producers with various administrative tasks such as the hosts' morning chatDubbed and organized show tapes for processingProvided excellent customer service in a fast-paced environment	New York, NY September 2007 – January 2008
ADDITIONAL EXPERIENCE	NC Central Office of Residential Life <i>Resident Assistant</i> <ul style="list-style-type: none">Create a sense of community among 48 residents through educational and social programsServe as a leader, mentor, mediator, and counselor by responding to personal concerns and difficulties of residents on both an individual and group basisCollaborate with a team of 7 to revise campus policies and securities	Durham, NC August 2007 - Present
	Apple Republic <i>Sales Associate</i> <ul style="list-style-type: none">Provided excellent customer service to store patrons regarding merchandise selection and purchases in the Women's DepartmentAssisted department manager with sales promotions and arranged store displaysManaged cashier duties including purchases, exchanges, returns and reconciled transactions	Greensboro, NC January 2003 – March 2005
ACTIVITIES	PARty (Peers Advocating Responsibility) <ul style="list-style-type: none">Promote social responsibility on the North Carolina Central University campus through programs with a focus on the effects of drugs and alcohol	September 2007 - Present
	Intramural Tennis <ul style="list-style-type: none">Assist coach with practices and coordinate campus sports events	July 2006 – Present
SKILLS	<u>Language</u> : Conversational in Greek and Spanish <u>Other Software</u> : Proficient in MS Word, Excel; Knowledgeable in PowerPoint and Publisher <u>Video editing software</u> : Final Cut Pro and Avid	