

EFFECTIVE RÉSUMÉ WRITING

A résumé may include some or all of the sections detailed below.

Contact Information	Name, address (optional), phone number, email address, and customized LinkedIn URL (if you have one). Make sure your email address is professional (your upstate one will always work) and that you've set up your phone's voicemail message.
Objective (optional)	Under ideal circumstances you will know the type of work for which you are looking. If so, indicate the type of work, if you're looking for a full-time role or internship, and when you would like to begin. If you are applying to multiple types of positions, you may need more than one resume, each with a different objective. If you have no idea what you would like to do, don't list an objective.
Education	<ul style="list-style-type: none"> • Degrees and colleges attended in reverse chronological order. Include city, state (country) of colleges, month and year of graduation (or expected graduation), major/concentration, and minors, if applicable. • Only list a college if you received a degree (not if you just have transfer credits). • List your GPA if 3.0 or higher, honors and awards, studies abroad if applicable. If your GPA is below 3.0, be prepared to explain why. • Include high school only if you are a freshman or a sophomore, OR if you are an Education Major who went to high school in the Upstate area looking for a job in the Upstate area.
Relevant Coursework (optional)	Key courses and academic projects relevant to the position you are seeking. For students who lack extensive work experience or wish to highlight research, this section is a must. For those of you with more than enough work experience to fill a page, there is no need for this section.
Work Experience	<ul style="list-style-type: none"> • In reverse chronological order, for each experience, include job title, organization, city and state, employment dates (month and year or season such as Fall) and bulleted description of your key job responsibilities and accomplishments. Start each bullet with an action verb (see list of action verbs below). • You may include a variety of experiences, including internships, co-ops, relevant paid work, other paid work, research opportunities and community service/volunteer positions. • Separate experience into different sections if you have especially relevant experience to highlight. For example, separate it into two sections, "Relevant Experience" and "Additional Experience." Whenever possible, quantify experience (e.g., Developed two- module leadership training for 20 new Resident Advisors).
Leadership/ Honors / Affiliations	List professional associations and campus/community organizations you belong to. If applicable, include position held, organization name, dates, and brief description of duties. You may also list honors you have received (scholarships, awards).
Skills Summary (optional)	Short, bulleted list stating your key skills that match the employer's requirements, e.g., superb research skills, excellent writing skills. Include languages, certifications, computer skills, and lab skills as appropriate.

RÉSUMÉ TIPS

1. **It's about marketing.** Remember, your résumé is a marketing document. It “sells” you and your qualifications for a job opportunity. Its purpose is to prompt an employer to invite you to interview. Take that which is true and put in in the best possible light. (example – saying “taught kids” versus “managed a classroom of 20-25 students” on an education resume – both are true, but one sounds better)
2. **Keywords are critical.** Your résumé may be scanned into an applicant database. Use keywords that a recruiter may enter into a search query so that your résumé comes up in search results.
3. **Submitting your resume** – If you are uploading the document online, use a PDF version instead of a word document as PDF is more professional. If you are submitting in person (Job Fair or Interview) be sure to print your resume on resume paper (Southworth is a good brand) as it will help you stand out.
4. **Customize if possible.** The document should get across the most important points for your desired job. Select information and language that supports your objective, highlights your qualifications, and reflects the job of interest as much as possible. If you're applying for multiple jobs or multiple types of jobs, multiple résumés may be necessary.
5. **Write tightly.** Résumés need to be concise. Undergraduates and new graduates rarely need more than one page to tell their story.
6. **Make it easy and inviting.** Résumés should be logically organized, visually appealing, and “scannable” by the reader in 20-30 seconds.
7. **Spell it out.** Avoid acronyms that the reader might not understand. If you use an acronym or abbreviation, use it after the spelled-out version. (Ex. if you write **University of South Carolina Upstate (USC Upstate)**, you can refer to USC Upstate or simply Upstate from that point on.)
8. **Consistency counts.** The text needs to be consistently formatted. Layout, font, style, punctuation, and organization should be the same throughout the document.
9. **Not too personal.** Do not include information about your race, age, marital status, or religion, or your Social Security number. Also avoid using first person pronouns such as “I,” “we,” and “my.”
10. **Tell the truth.** Always be truthful on your résumé; but you can be selective about what you include.
11. **No typos!** Make sure your résumé is error-free. Using Spell Check on your computer is NOT enough! Have someone read your résumé for content, flow, grammar, and spelling. Try reading it out loud, too.
12. **Don't use templates.** Templates seem convenient but are difficult to edit and don't make the best use of space. Creating your resume on a blank Microsoft Word document allows more control over the look of your resume.
13. **Practice talking about it.** Be prepared to discuss everything on the résumé in an interview. A practice interview with a career counselor is a great way to rehearse this process.

HAVING TROUBLE FITTING EVERYTHING ONTO ONE PAGE?

- Arrange job title, company/organization, city/state, & dates on same line
- Combine contact information into one line in heading
- Set margins to 0.5” (half inch) & font no smaller than 10pt. font
- Use single spaced lines (*Opt. before and after*)
- Try other (professional) fonts like Arial, Calibri, Cambria, Garamond, or Verdana (*all of these fonts are 11pt, but take up different amounts of space*)

Use same concise “header” on all application documents (résumé, cover letter, references) – to create a cohesive package. See “Contact Information” section.

OBJECTIVE

To obtain a summer 2020 internship in Social Services with ABC company to help individuals lead more well-balanced lives.

A clear objective - now if I am a recruiter, I know exactly what you want from me and can review your resume accordingly.

EDUCATION

University of South Carolina Upstate; Spartanburg, SC
Bachelor of Arts in Sociology, Minor in Political Science; May 20xx
Overall GPA: 3.25, Dean’s List: 2 Semesters

All majors and minors are included. Your expected date of graduation “May 20xx” lets employers know when you will be seeking full-time employment. GPA is listed because it is above 3.0.

Study Abroad: Universidad Veritas; San Jose, Costa Rica; Spring 20xx

RELEVANT COURSEWORK

Information Technology and the Human Services	Social Welfare Policy
Legal Aspects of Social Welfare	Diversity in the Workplace
Children and Family Services	State and Local Government

This section is great if you have space for it. These may be courses you have take or are currently taking.

WORK EXPERIENCE

Boys and Girls Club of the Upstate, Spartanburg, SC
Teen Counselor, May 20xx-Present

- Develop activity programming and supervise 20+ preteens
- Assist children with homework and provide tutoring in variety of subjects
- Organize educational programs such as “Passport to Manhood™” and “CareerLaunch™”

The use of bullet points make a resume easier to read (it draws the reader’s eyes down the page). Think of each bullet as the word “I” beginning a phrase followed by an action verb in present (if you’re currently working here) or past tense (you used to work here). Be as short and to the point as possible with your bullets (complete sentences are not necessary).

Three Rivers Behavioral Health, Spartanburg, SC
Volunteer, May-August 20xx

- Shadowed KEYS (Knowledge and Excellence for Your Success) Counselor during outpatient sessions
- Gained a better understanding of working with troubled teens in a mental health facility

When writing descriptors, try to communicate what you accomplished in the position. Quantify experience whenever possible. Think of the difference between saying “increased sales” versus “increased sales by 23% in 15 months” the latter sounds better.

YMCA, Spartanburg, SC

Childcare Coordinator/ Volunteer Counselor, summers, 20xx, 20xx

- Facilitated bi-weekly meetings with four other counselors to plan weeklong summer camps for community children
- Provided educational activities for approximately sixty fifth-grade students to increase skills in reading and math
- Supported childcare function for families in need of daycare assistance
- Identified caretakers and matched them with families
- Successfully coordinated over 75 placements for the summer program

LEADERSHIP, HONORS AND CERTIFICATIONS

Gamma Beta Phi Honor Society, University of South Carolina Upstate, Spartanburg
Member, March 2018- present day

Include bullet points as needed. For example, if as a member of Gamma Beta Phi, you committed to 10 hours of community service work each semester, you may wish to list it.

Chancellor’s List, University of South Carolina Upstate, Spartanburg
Nominee, Fall 2017, Spring 2018, Fall 2018, Spring 2019

Child Protection Training, University of South Carolina Upstate, Spartanburg
Certified participant, Fall 2018

SKILLS

- Spanish – Limited Working Proficiency
- Proficient in SPSS
- Microsoft Word, PowerPoint, Excel, Outlook
- Adobe Photoshop

Hard skills such as abilities with software, certifications, and languages are ideal to list. Soft skills such as “teamwork” and “work ethic” run the risk of being generic and bland. If you wish to list soft skills you may cite an example unique to you to make it stand out. For example, if you wish to list “work ethic” or “time management” as a bullet you might say something like this:

* Time Management - as evidenced by my ability to work 30 hours a week and maintain all A’s and B’s

Name Here

Spartanburg, South Carolina 29303 | (864) 888-888 | name@gmail.com

OBJECTIVE

To obtain a spring 20xx internship in tax preparation with the potential to receive a full-time offer of employment upon graduation in May 20xx.

EDUCATION

University of South Carolina Upstate, Spartanburg, SC

Bachelor of Science in Business Administration | Concentration: Accounting

GPA: 3.21 | Life Scholarship Recipient | Dean's List: Spring 20xx and Fall 20xx

Anticipated Graduation Date: May 20xx

WORK EXPERIENCE

Grace Church, Spartanburg, SC Interim Children's Director **May 20xx- September 20xx**

- Supervised 50+ volunteers each Sunday to ensure the standard of the organization are being upheld throughout each division.
- Developed and executed events of 100+ attendees while maintaining in the monthly budgeted amount and creating an environment fit for the attendees.
- Provided my supervisor with a financial statement each week that matched the budgeted amount for the month.
- Recruited new volunteers through cold calls, networking events and social media interaction.
 - Trained new Children's Director and 20+ volunteers in the organization's standards and policies through hosting meetings and training sessions.

Sam's Club, Spartanburg, SC Cashier **January 20xx-May 20xx**

- Responsible for daily store operations, such as opening and unlocking the doors, assessing the front end for customer readiness, and ensure there is appropriate funds in the register
- Quickly and efficiently assess customer concerns to find the best possible solution
- Trained 20+ new employees in customer service, various sales protocols, and register management suitable to company standards
- Referred to as the "floating associate", with experience in department including, but not limited to gas station, USCAN, deli, bakery, meat department, office, etc.
 - Spearheaded store reset – arrived two hours prior to store opening hours for 3+ months to individually evaluate over 80,000 items of inventory

Smoke Insurance Company, Inman, SC Data Entry Clerk **November 20xx-January 20xx**

- Entered data into Excel spreadsheet to provide CEO with a list of current customers information
- Completed all assigned data entry requests within the required timeframe while maintaining a high level of quality
- Acquired understanding of Excel highlighted by weekly use of pivot tables to run reports

ACTIVITIES

- South Carolina Association of Certified Public Accountants; student member
- Volunteer Income Tax Assistance (VITA); Certified Tax Preparer
- Beta Alpha Psi Accounting Honor Society; Treasurer; Spring 20xx – Spring 20xx
- BB&T Emerging Leader Certification from the BB&T Leadership Institute

Name Here

email@email.uscupstate.edu | Greenville, SC 29615 | 864-888-888 | LinkedIn URL

SUMMARY

Marketing senior seeking the opportunity to apply real world experience and progressive educational knowledge to an entry level marketing or sales position beginning in May 20xx. I've proved to be successful in performing multiple tasks in an efficient and ethical manner within international organizations and diverse teams. The cross functional roles I've had as both a student and working professional have provided me with excellent verbal, written, and interpersonal communication skills which will enable me to become an asset for any organization.

PROFESSIONAL EXPERIENCE

DRÄXLMAIER – Marketing and Communications Intern - Duncan, SC August 20xx to August 20xx

- Reported to Head of Corporate Communications Americas and supported BMW and DRÄXLMAIER sales team.
- Facilitated weekly meetings and created forecasting tools to assist sales team in execution
- Supported in-house media by utilizing Hootsuite to maintain the DRÄXLMAIER USA social media outlets
- Used Adobe Suite to create new marketing materials for recruiting and general advertising

Enterprise Rent-A-Car – Management Intern - Greenville, SC May 20xx to August 20xx

- Aided marketing and sales team with branding, event planning, and sales of used equipment
- Assisted the Director of International Operations with scheduling and inventory management
- Provided forecasting reports on rental equipment for senior level executives and sales team
- Created a more efficient inventory procedure and which cut transportation costs by 13%

Anthropology – Sales Associate/Sales Lead - Greenville, SC March 20xx to March 20xx

- Assisted customers with ordering and purchasing merchandise both on a retail and online platforms
- Awarded Sales Associate of the Month for August 20xx, resulting in promotion to Sales Lead
- Accurately totaled, processed, and collected payments from guests using a point of sale system
- Acquired skills in upselling, teamwork, and time management

EDUCATION

University of South Carolina Upstate; Spartanburg, SC

Bachelor of Science in Business Administration: Concentration in Marketing

Cumulative GPA: 3.34 | Chancellor's Scholar | Expected Graduation: May 20xx

Greenville Technical College; Greenville, SC

Associate of Arts in Marketing; May 20xx

SKILLS

- ✓ **Graphic Design:** Adobe Suite – Photoshop, Illustrator, and Acrobat
- ✓ **Social Media Management:** Canva, Buffer and Hootsuite
- ✓ **Accounting:** Educated on interpreting financial statements for internal and external users of a business
- ✓ **Communication:** Excellent written and verbal communication skills
- ✓ **Computer:** Highly proficient in Microsoft Office, including Word, Excel, and PowerPoint

ACTIVITIES & HONORS

- Upstate Student Marketing Association, *Secretary* Fall 20xx - Present
- Student Government Association, *Business Senator* Fall 20xx - Present
- BB&T Emerging Leaders Certification Spring 20xx
- Chancellors List 20xx-20xx
- Phi Beta Kappa Honor Society, Greenville Technical College 20xx-20xx

Name Here

name@greenville.k12.sc.us | (864) 888-8888 | Greenville, SC 29615

OBJECTIVE

To obtain an Early Childhood Education teaching position in the 20xx-20xx school year.

EDUCATION

University of South Carolina Upstate; Spartanburg, SC

Bachelor of Arts in Early Childhood Education; Expected Graduation: May 20xx

Overall GPA: 4.0, Chancellors List: Fall 20xx & Spring 20xx, Dean's List: Fall 20xx & Spring 20xx

Mauldin High School; Mauldin, SC

High School Diploma; June 20xx

WORK EXPERIENCE

Greenville County Schools, Greenville, SC

Substitute Teacher, March 20xx - Present

- Supervise multiple classrooms with 17 or more students, ranging in grades from first through third.
- Follow and teach lesson plans assigned, by permanent teacher for students' in grades first through third.
- Determine appropriate consequences for inappropriate student behavior and write reports for teachers.
- Administer tests and quizzes.
- Maintain a safe environment in all classrooms.

Pelham Road Elementary School, Greenville, SC

Practicum Student, September 20xx - Present

- Facilitate a unit plan based on the first-grade curriculum.
- Write monthly newsletters to parents regarding their child's behavior and progress,

Classy Kids Child Development Center, Simpsonville, SC

Practicum Student, January 20xx - May 20xx

- Developed a unit plan based on the K4 curriculum.
- Cared for children's basic needs – changing diapers, feeding and overall cleanliness

Starshine Child Enrichment Center, Simpsonville, SC

Daycare Teacher, October 20xx – October 20xx & January – August 20xx

- Supervised and managed a classroom of 12 toddlers.
- Supervised and managed a classroom of 15, three and four-year-old children.
- Supervised and managed a summer camp classroom of 24 children ages 6-9, at the daycare as well as on field trips.
- Enforced classroom rules daily to ensure the safety of all children.
- Attended trainings, including a certification course for CPR and First Aide.

Nanny, Simpsonville, SC

May 20xx – August 20xx

- Supervised two four-year-old girls for four months.
- Developed curriculum that fostered learning to prepare the children for kindergarten.
- Maintained a safe environment for the children.
- Communicated with the parents daily.

PROFESSIONAL DEVELOPMENT

TEACH: Teachers Educating All Children; August 20xx

South Carolina Association for Education of Young Children Conference; October 20xx

Kappa Delta Phi: International Education Honor Society; *member;* April 20xx

SKILLS

- Active Inspire
- Google Classroom
- Google Drive
- Organization
- Classroom management
- Behavior management
- Lesson plan creation
- Communication

Name Here

email@email.uscupstate.edu | (864) 888-888 | Spartanburg, SC 29303

OBJECTIVE

To obtain an Early Childhood Education teaching position for the 20xx-20xx school year.

EDUCATION

University of South Carolina Upstate; Spartanburg, SC

Bachelor of Arts in Early Childhood Education; anticipated graduation May 20xx.

Overall GPA: 3.64, Dean's list: Fall 20xx, Spring 20xx, President's list: Spring 20xx.

Kappa Delta Pi member, April 20xx.

Spartanburg Community College; Spartanburg, SC

Associate in Arts, May 20xx.

CLINICAL EXPERIENCE

Greenview Child Development Center; Greenville, SC

January 20xx to May 20xx - 4k Classroom Experience

Pine Street Elementary; Spartanburg, SC

September 20xx to current - First Grade

Pine Street Elementary; Spartanburg, SC

January 20xx to May 20xx - First Grade

WORK EXPERIENCE

Spartanburg District One, Spartanburg, SC

Substitute Teacher, August 20xx - Current

- Multiple experiences in the following classrooms; K4, K5, 1st, 2nd, 3rd, 4th, related arts: art, music, library, computer, steam lab, special education (aide positions), sensory room and resource classrooms.
- Manage classrooms with up to 24 students using classroom and behavior management skills and strategies.
- Follow and teach lesson plans left by teachers; improvise when there are none.
- Maintain a safe learning environment for all students.
- Gain perspective from different students and different positions that make up a school.
- Develop a returning "clientele" of teachers whom I sub for.

First Baptist Church, Spartanburg, SC

Volunteer Nursery Coordinator/ Volunteer Children's minister, August 2015 - Current.

- Manage / organize yearly rotation of nursery/childcare volunteers and adjust schedule as needed throughout the year
- Participate in Safe Sanctuary training & oversee that it is implemented on a weekly basis
- VBS coordinator
- Plan family and children events throughout the year
- Greet and interact with families on a weekly basis

Volunteer/SAYSO Adult Supporter/Foster Care Mentor

Camp Counselor, One week of Every Summer, June 20xx – current

- Camp counselor for teens in foster care
- Plan activities
- Lead small groups
- Gain perspective for students who come from all different types of backgrounds

Sunshine House, Spartanburg, SC

Floater-Lead teacher, January 20xx to August 20xx

- Managed daily schedules and routines for up to ten infants.
- Planned and organized developmentally appropriate activities for my students.
- Collaborated with coworkers and interacted with families on a daily basis.

SKILLS

- Google Classroom
- Active Inspire
- Organization
- Planning
- Volunteering (Events, Girls on the Run, etc.)

Ronald Resume

email@uscupstate.edu

Spartanburg, SC

(888) 888-8888

OBJECTIVE

To obtain a full-time position as a registered nurse on a labor and delivery unit in January 20xx.

EDUCATION

University of South Carolina Upstate, Spartanburg, SC

Bachelor of Arts in Nursing; Minor in Women's and Gender Studies

Expected Date of Graduation: December 20xx

Overall GPA: 3.88, Dean's List: Fall 20xx and Spring 20xx

RELEVANT COURSEWORK

Introduction to Professional Nursing

Health Assessment

Health Alterations II

Nursing Childbearing Family and Women Health

Foundations of Nursing

Health Alterations I

Health Alterations III

Pharmacology

RELATED EXPERIENCE

Prisma Health, Greenville, SC

Patient Care Associate, July 20xx- Present

- Assist clients in daily living activities including meal preparations, hygiene, and comfort.
- Maintain a positive work environment relationship with clients, clients' families, staff members, and community providers
- Collect clients' vital signs, urine samples, and stool samples
- Follow all infection and safety protocols initiated by Prisma

ADDITIONAL EXPERIENCE

Housing and Residential Life, University of South Carolina, Spartanburg, SC

Resident Advisor, August 20xx- May 20xx

- Met and greeted residents and provided a friendly, courteous and safe environment
- Established mediation and conflict resolution skills to deescalate conflict between residents
- Managed administrative tasks including maintenance request, incident reports, resident room changes, and completed room condition forms
- Completed all training requirements outlined by Housing and Residential Life in a timely manner

ACTIVITIES

Student Nursing Association, Secretary, 20xx-20xx

- Maintain accurate records of meeting attendance and notes.
- Prepare meeting agendas for both executive board and general member meetings.

Iota Iota Iota, Lifetime Member

- Strived to increase community awareness on worldwide gender issues and feminists' situations

SKILLS AND CERTIFICATIONS

- Basic Life Support (BLS) certified
- Advance Cardiovascular Life Support (ACLS) certified
- Certified Nursing Assistant # 36511 Renewal: March 20xx
- Proficient in Microsoft Word, PowerPoint, Excel, and Outlook

Ronald Resume

ronaldresume@email.uscupstate.edu | (864) 555-5555 | Spartanburg, South Carolina 29303

OBJECTIVE

To obtain a full-time position as an intensive care nurse with an Upstate SC area hospital in May 2018.

EDUCATION

University of South Carolina Upstate, Spartanburg, SC

Bachelor of Science in Nursing

Expected Date of Graduation: May 20xx

Overall GPA: 3.50, Dean's List: 2 Semesters

PROFESSIONAL EXPERIENCE

Student Nurse/Clinical Rotations:

Developed and implemented nursing care plans for patients and coordinated with multidisciplinary team members to facilitate integrated and comprehensive patient care. **Highlights:**

Mary Black School of Nursing Laboratory, Spartanburg, SC

Skills learned – Medication Calculation, Wound Care, Peripheral IV Initiation, Medication Administrations, Bed Making, Hygiene, Elimination, Ambulation, Transferring, Restraints, PPE, Obtaining Vital Signs.

Spartanburg Regional Healthcare System – CCU/CVRU, Spartanburg, SC

2nd year Senior Nursing Student (August 20xx – Present)

- Participated in a rapid response, performed CPR on a patient
- Under RN supervision: provided care and assessment of patient with an Impella device
- Administered feedings and medications through OG & NG tubes

Spartanburg Regional Healthcare System – Med/Surg Floor, Spartanburg, SC

1st year Senior Nursing Student (January 20xx – April 20xx)

- Collaborated with nurses to perform holistic care
- Administered medications
- Provided care for patients with fistula, seborrheic dermatitis, stage 4 pressure ulcer, ostomy bags

Pelham Medical Center – Respiratory & Renal Floor, Greer, SC

2nd year Junior Nursing Student (August 20xx – November 20xx)

- Under RN supervision: performed tracheostomy care, oral suctioning, oral care, chest tube assessment, IV assessment and care
- Administered of IV antibiotics, subcutaneous injections
- Handled a combative and confused patient during the rotation with a calm demeanor

Spartanburg Regional Healthcare System – Med/Surg Neuro, Spartanburg, SC

1st year Junior Nursing Student (March 20xx – April 20xx)

- Assisted nurses in providing ADLs (baths, feeding, ambulation, elimination) for stroke patients
- Efficiently delegated tasks to nursing students while providing quality care during rotation

Volunteer Experience:

Spartanburg Medical Home Health, Spartanburg, SC

(September 20xx)

- Shadowed an RN during outpatient sessions
- Gained a better understanding of Home Health care system

SKILLS

- BLS and ACLS certified (October 2018)
- Conversational Spanish
- Proficient in Microsoft Word, PowerPoint, Excel, Outlook