



RESUME WRITING: Telling Your Story



**Middle Georgia
State University**

CENTER FOR CAREER & LEADERSHIP DEVELOPMENT

www.mga.edu/ccld
careerservices@mga.edu

Macon Campus:

Student Life Center, Suite 261 | 478-471-2714

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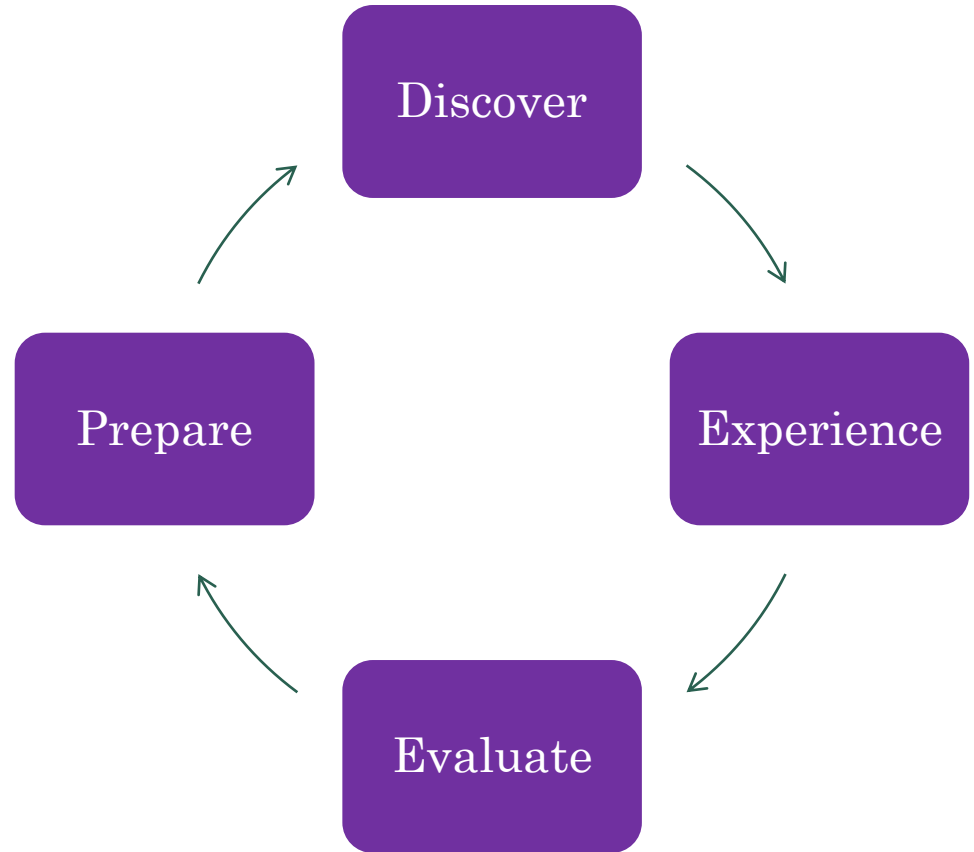
Find jobs and internships mga.joinhandshake.com

CAREER PLANNING IS A LIFE-LONG PROCESS

You will **prepare, discover, experience, and evaluate** your career throughout your entire life.

The average U.S. worker changes jobs as many as **11 times** throughout their life.

Your resume will continue to change and evolve, depending on the career path you are pursuing.

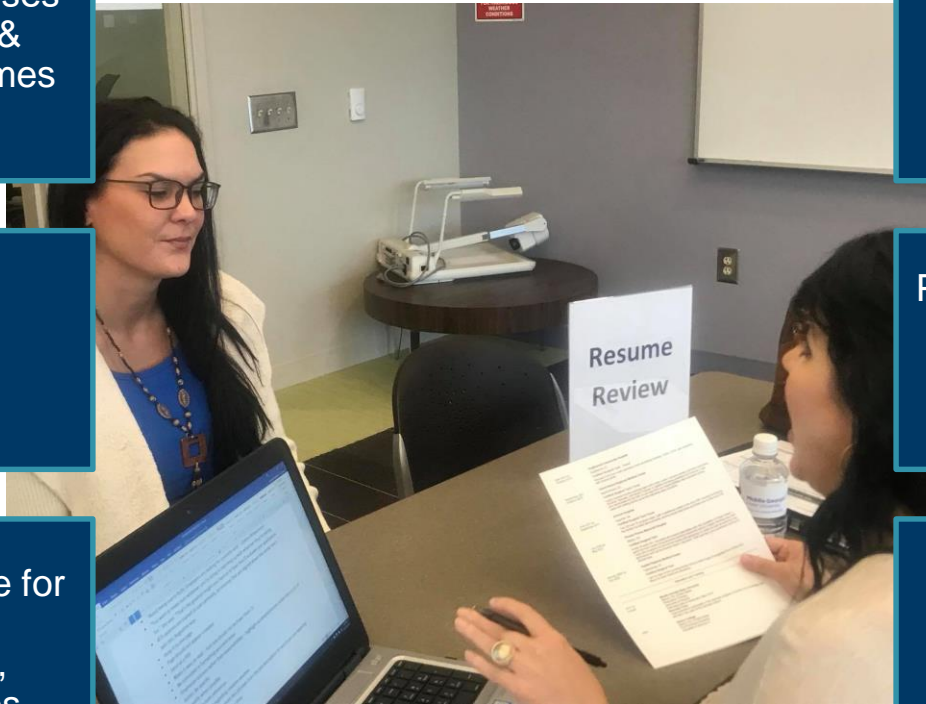


PURPOSE OF A RESUME

Today's instruction focuses on most industry job & internship search resumes

To get an interview
(Not a job)

You may need a resume for internships, student leadership positions, volunteer opportunities, summer/part-time jobs, or meeting professionals in your desired field



Graduate School, Research, Science, Education, Academia, or specific opportunities may want a Curriculum Vitae (CV) or longer resume

Provides overview of skills & experiences related to your goal - Should not detail everything

Most employers look at resumes for less than 30 seconds!

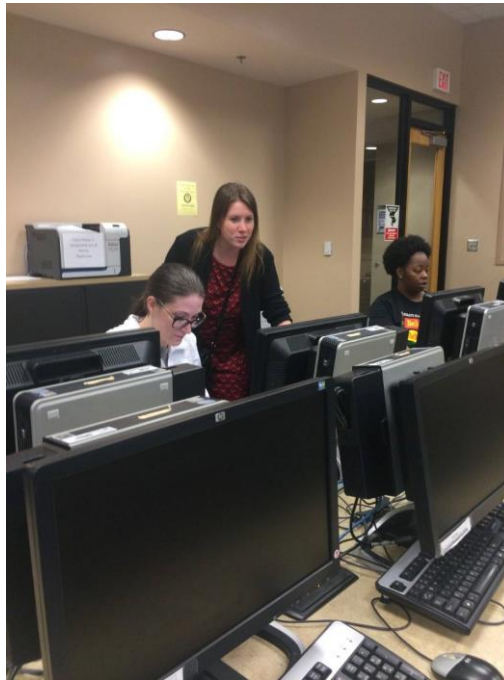
WHAT SKILLS AND EXPERIENCES MIGHT BE MOST IMPORTANT TO THE EMPLOYER RECEIVING RESUME?



- If you don't address what the employer needs, they may overlook you.
- Consider the audience and match your resume to that specific position, person, or goal.

The goal is to get an interview!

RESUME BASICS



One Page – Why?

Where's the “prime real estate” on a resume?

Include Your Major Assets

Your Degree
GPA?
Skills!
Technical knowledge/skills
Experiences
(paid AND unpaid)
Honors/Awards

References are a separate document!

RESUME FORMAT

Clean –
Grammar &
Spelling

Skills are Clear

Consistent

NO
TEMPLATES!

Don't use full
sentences –
fragments are
okay!

Sections clearly
labeled

Careful use of
bold, italics, &
underline

.5 – 1" margins
& 10-12 font
except name

HEADING SECTION

|
CHERRY BLOSSOM

1234 Hotel Street, Cochran, GA 30000 • (404)555-1212 • cherryblossom@mga.edu

You may also see headings where the job seeker:

- Puts “Relocating to (insert city, state)” instead of an address
- Includes a link to their LinkedIn profile

OBJECTIVE SECTION

- Use an objective to tailor the resume towards a specific application or to communicate a general career goal for a networking event.
- Optional section, but encouraged for internship & entry-level resumes.

EXAMPLES

- To obtain a summer nursing externship with Navicent Health
- To use technical skills during a summer internship.
- To obtain the Marketing Coordinator position with M16 Marketing

EDUCATION SECTION

Traditional Examples

EDUCATION

Middle Georgia State University
Bachelor of Arts: English

May 2020
GPA: 3.37

EDUCATION

Middle Georgia State University
Regents' Engineering Pathway Program

May 2022

RELATED COURSEWORK

Calculus I
Principles of Physics I

Introduction to Linear Algebra
Computing for the Mathematical Sciences

EDUCATION

Middle Georgia State University
A.S. in Nursing

May 2020
GPA: 3.37

Central Georgia Technical College
Nurse Aide Technical Assistant

May 2017

Dual-Enrollment Examples

EDUCATION

Middle Georgia State University
Dual-enrollment Coursework: English 1101, Calculus I, Biology I
Laurens County High School, Dublin, GA

August 2018 - present

Expected, May 2020

EDUCATION

Middle Georgia State University
A.S., Criminal Justice
Laurens County High School, Dublin, GA

May 2020

May 2020

EDUCATION SECTION TIPS

- Always list it before “Experience” so the employer can see right away that you are working on your college degree
- Your degree and major are two different things
 - Degree = Bachelor Arts, Bachelor of Science, Associate of Science, etc.)
 - Major = Nursing, Business, English, etc. (what you are studying)
 - Use the MGA website to ensure the correct wording for your degree and major
- Tip: When writing your degree, it’s Bachelor or Associate of.... (don’t add an “s”!)
- Include your GPA if it’s a 3.0 or higher
- Make sure you list your university’s name correctly
 - Middle Georgia State University
- For MGA, include your graduation month and year instead of dates attended
- Include high school only if you are a current high school student

EXPERIENCE SECTIONS



Experience Tips

- Choose categories that relate to your experience
- Keep formatting consistent, even in new category
- Within categories, most recent experience FIRST

Describe Your Experience

- Use bulleted action phrases
- Focus on skills and accomplishments rather than job duties you don't want to do again
- Use our list of action verbs
For job –related experiences, include...

Typical Information to Include

- Your title/role
- Employer/organization
- Location (City & State)
- Dates involved/employed (Month and Year only)

DESCRIBING YOUR EXPERIENCES – MAKING GREAT BULLETS!

Zaxby's, Milledgeville, GA

September 2013 – May 2015

Cashier

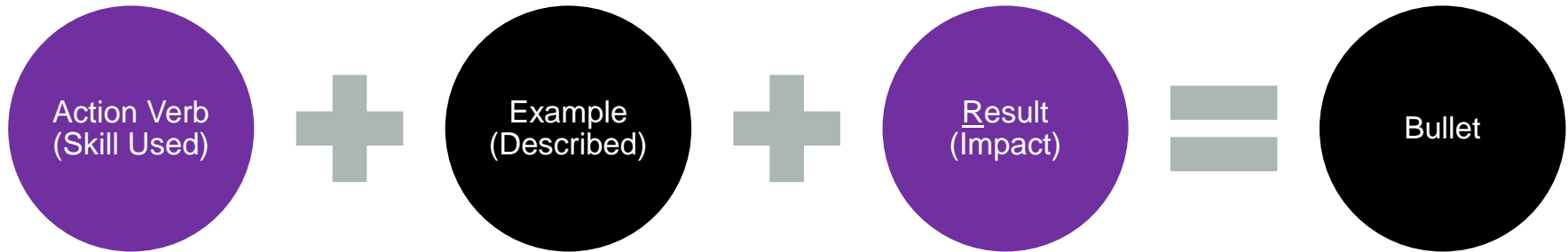
- Worked with customers.

Zaxby's, Milledgeville, GA

September 2013 – May 2015

Cashier

- Communicated with customers (100+ per shift) in a fast-paced restaurant ensuring order accuracy, fast service, and positive experience.



1 or more bullet points per experience

SKILLS SECTION

- Best for listing hard, specific skills such as...
 - Foreign language proficiency
 - Programming languages
 - Software skills
 - Technical skills
 - Laboratory skills
 - Medical skills
- **Do not** list interpersonal skills such as leadership, communication, or hard working
 - Use your bulleted action phrases to show your interpersonal skills
 - More convincing within the context of a real work experience
- **EXAMPLE**

COMPUTER SKILLS

Proficient in Microsoft Office: PowerPoint, Word, Excel, Money, Publisher
Salesforce.com CRM System
Online conference call/meeting software (e.g., GoToMeeting)
Experience using social media tools such as Facebook, Twitter, and Wordpress

MORE ABOUT EXPERIENCE CATEGORIES

○ Organizing Your Experience Categories

- After “Education,” organize your categories based on what is most related to your objective

○ Additional Categories May Include

- Military Experience (if not included in Work or Related Experience)
- Professional Affiliations or Memberships
- Honors & Awards
- Intercollegiate Athletics
- Study Abroad
- Related Projects or Coursework

USING YOUR RESUME

Electronic Submission

- Online Apps
- Email
- USE PDF
- **Follow Instructions!**
- **May need a cover letter too – if optional, do it!**

Mailing or In-Person

- Resume Paper

BEWARE!

- ATS – Resume Scanning Software
- Keywords!
- Be honest and organized
- Templates with tables may not scan

REASONS TO SEND A COVER LETTER

Tells the employer why they are receiving your resume

Explains how your skills & experience are PERFECT for this specific job!

Shows your writing skills – an important skill for all jobs

Invites the employer to look at my resume, so they will call me for an interview.

Tips:

- Don't repeat your resume word-for-word
- Avoid generic statements that do not speak to your specific skills
- Use the job description to focus on 2 – 3 specific qualifications they are seeking that you have
- Use the job description to refer to any duties, tasks, projects that relate to your past experience

REASONS TO SEND A COVER LETTER

When to Use

Emailing or mailing your resume

Applying online

Passing your resume on to a network contact

When Not to Use

Career Fairs or Networking Events

Interviews (unless instructed)

What It Should Do

Showcase writing skills

Emphasize interest

Tell a story/example that summarizes

Invite the reader to review your resume

STRUCTURE OF A COVER LETTER

Paragraph 1

What you
are
applying
for and
why

Paragraph 2

Top skills
and
experiences
that relate to
the job you
want

Paragraph 3

Conclusion
indicating
your interest
in
interviewing,
provide
contact
information.

Business Letter Format

Use heading from
resume

Address to a specific
person or title

- Dear Ms.
- _____
- Dear Hiring
Manager
- **Never** use
“Hello,” “Hi,” or
“To Whom it May
Concern.”
- Best closing
signature:
 - Sincerely or
Best Regards

NEXT STEPS

1. **Update your resume.**
2. **Email us a copy to get feedback -**
careerservices@mga.edu
3. **Upload your final copy to Handshake – MGA’s Career Platform**
mga.joinhandshake.com
4. **Create a LinkedIn account using your resume information**



CONNECT WITH US



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Student Life Center, Macon
Suite 261 | 478-471-2714

Cochran/Eastman Career Advisor:

Sanford Hall, Cochran
Suite 112 | 478-934-3110

Dublin Career Advisor:

Office of Student Life
Lib-94 | 478-275-6670



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careerservices@mga.edu

Email us to schedule an appointment in person, on the phone, or over email



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mga.joinhandshake.com to find
jobs & internships and connect
with the CCLD