

Improving Your Resume

In these resume examples, we provide a wide range of experience, skills, and formats. Labels indicating the different formats are intended to provide a context, not to imply that a particular format is uniquely suited to the information presented in that resume. Look through the section and take from the resumes what works best for you. Return to the section on resumes (pages 36-38) for additional information.



Min goes by "Lillian"...this can be made clear in the resume

Min Kyung Chang

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Use consistent formatting for section headings

Objective: *If included, an objective should focus on a particular job. The information presented here comes out elsewhere in the resume. I am a graduating senior looking for a challenging entry-level position where I can gain experience in banking, finance, or retail.*

Schools: *Add relevant coursework to support interest in finance*
 Sociology major at Cornell University from September 2006 to May 2010 earning a grade point average of 3.0092
 Work 8-10 hours/week to help with education expenses
 Graduated of Bronx High School of Science—June, 2005 (Regents Degree)

WORK: *What else do you do? Use consistent style for dates*

Bookkeeper at **CRESP**, Cornell, Sept. 2005 to present *Use active verbs*
 -Helping to run office
 -Worked on accounts and doing bookkeeping. *present tense*

Business administrator at **IBM** in New York City from June to August, 2007 & 2008
 -Did monthly forecasting
 -Worked on inventory for audit
 -Prepared PowerPoint presentations
 -Ordered equipment for meetings
 -Placed machines on maintenance

Associate at **Express** in New York City from June to August, 2007 & 2008
 X was promoted to wrap desk coordinator in 2007
 -Managed 4 cashiers and opened and closed their cash registers
 -Handled returns and voids
 -Responsibility for counting the bank *Begin with action verb*
 -Excelled in sales
 -Customer service-oriented
 -Commended for promotion ideas

Research assistant at **Queens College** in New York City, July 2003 to Aug. 2005 *Abbreviate only if space constraint*
 -Made survey
 -Used SAS to prepare data
 -Assisted professor in writing article for publication
 -Read articles on socialization of adolescents

SKILLS: ✓Excel ✓FASS ✓Harvard Business Graphics ✓dBaseIII Plus ✓WordStar ✓Display Write ✓Speak Mandarin Chinese

Personal Qualities: ✓Exceptional sales and promotional ability
 ✓Hard worker ✓Like to ice skate ✓Run ✓Play frisbee *Check marks clutter the page*

School Activities: -Help other students learn English *Positions held?*
 -Student advisor
 -Minority student business group
 -C.S.A. ??

Citizenship: U.S. *Questions? See an advisor*

References: Available upon request *Obvious, so not necessary*

The bullet points are too vague. Need to—

1. Quantify—add numbers to catch attention
2. Emphasize:
 - level of responsibility
 - level of interaction
 - level of accomplishments/results
 - comfort with numbers
 - ability to work independently, with team, and with supervisors