

RESUME GUIDE

First (Preferred Name) Last

(770) 123-1234

email

linkedin.com/in/YOURLINKEDINID

EDUCATION

Mercer University, Bachelor of Business Administration May 2021
Concentration in Marketing

Study Abroad Program, Madrid, Spain May-Aug 2020

- Completed Spanish immersion program with a focus on global business
- Developed operations systems recommendations designed to maximize gross product output under newly implemented sustainability regulations for XYZ Company as part

Society of Human Resource Management July 2018-May 2020

- Treasurer July 2019
- Vice President 2020

EXPERIENCE

CX Intern for Mercer Bear Corporation, Macon, GA September 2019 – May 2020

- Analyzed data to assist in team planning
- Allocated resources that would be available to marketing interns
- Managed website updates and upgrades under marketing team supervision
- Harnessed business acumen and understanding of total store process to make strategic decisions

Quality Assurance Analyst Intern for Marketing, Macon, GA May 2019 – September 2019

- Program Management and Customer Support
- Work within a team of 6 interns to continually, review, update. And upgrade website content based on student, staff, and departmental needs.

LEADERSHIP

- Captain of the men's lacrosse team
- NCAA student-athlete leadership team for Mercer University

ACTIVITIES

- *Volunteer*, Women's Crisis Help Line, Atlanta, GA June 2017 – Present
- *Member*, Women in Business Club, Mercer University September 2012 – June 2014

SKILLS

- Spanish – Intermediate Proficiency
- Excel Power User
- Advanced Google Analytics
- Google Ads
- Yellow Belt Lean Six Sigma

INTERESTS

Soccer | Outdoor Exploration | Minimalist Lifestyle | Travel

To Help Build Your Resume

Resume Sections

REQUIRED

- Contact Information
- Education
- Experience

OPTIONAL

- Highlights
- Skills
- Club or Community Involvement
- Leadership
- Profile/Objective
- Interests
- Activities
- Consulting Projects

Write strong, evidence-based bullet points following this method:

Verb

W

H

O

Start with an **Action Verb** (past tense; a different verb for each point)



What did you do? (tasks and activities you enjoyed)

How did you do the work? (skills, methods, strategies, attitudes)

Outcome of the work? (results, impact, contribution, scope, intention)

BEFORE using the WHO method:

- Led and organized bimonthly meetings with a team of 10.

AFTER using the WHO method:

- Resolved key issues and executed on strategic goals by organizing and leading bimonthly meetings with team of 10 remote executives and HR Business Partner.

Next Steps

Tailor your resume to each job, program, or scholarship you apply for. Identify the desired qualifications, skills, strengths, and responsibilities, and be sure to include them in your resume through your past experience.

Have multiple people in your network (e.g. friends, colleagues, etc.) review your resume to get different opinions and advice.

Review all of your feedback and make decisions about how to best promote yourself through your resume to your intended audience.