

The Resume Booklet

A resume is your tool to impress a potential employer and get an interview. There are literally hundreds of books on the market with good advice about how to write an effective resume, each with a different opinion on style and content. The USC Career Planning & Placement Center (CPPC) believes that writing a quality resume for internship and full-time job opportunities begins with a one-page summary of your skills and experiences. The goal is to make your resume so engaging that the reader cannot wait to meet you!

To help you impress potential employers, the CPPC has constructed this resume booklet with proven guidelines, helpful hints and examples of quality resumes that are highly effective with USC recruiters.

USC Career Planning & Placement Center

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RESUME FORMAT

The following format has been created to guide you in writing a quality resume. The most acceptable and readily used format for college students is the chronological resume, listing your most recent experience first. How you choose to construct your resume in terms of style is up to you. For example, placing dates on the left or right or whether your contact information should be centered or on the left hand column is entirely your choice. The one rule to remember is that consistency is the name of the game. Always maintain the same style throughout your resume.

CONTACT INFORMATION: Put your contact information at the top of your resume. It should include your name, address, phone number and e-mail address. If you plan to relocate soon it's acceptable to list a permanent address.

OBJECTIVE: For most college students seeking internships or entering the professional job market you do not need to state an objective on your resume. Instead, bring out your interests in a cover letter tailor-made for the specific job.

EDUCATION: List your degrees in chronological order with the most recent degree first. You may also include relevant coursework to highlight specific skills and knowledge. If your GPA is above the norm, go ahead and list it in this section.

EXPERIENCE: List your most recent experience first and do not overlook internships, volunteer positions and part-time employment. Use action verbs to highlight accomplishments and skills.

ADDITIONAL INFORMATION: This section may stand alone under the "Additional Information" heading and highlight relevant information that may include Honors/Awards, computer and language skills, professional associations, university and community activities (including any offices held). As a style issue, if you choose to break these out as separate headings that's perfectly acceptable. What is not acceptable is personal information such as age, marital status or religion.

REFERENCES: Do not put references on your resume. When you go to an interview have a prepared list of 2-4 references on a separate sheet of paper that matches your resume with your contact information at the top.

RESUME CHECKLIST

- ☐ My resume is clear, concise and makes a positive impression in 30 seconds or less.
- ☐ There are no spelling, grammar or punctuation errors.
- ☐ The resume is one page.
- ☐ My resume presents skills and accomplishments that match employer requirements.
- ☐ My resume accurately summarizes my qualifications.
- ☐ Accomplishment statements on the resume start with action verbs.
- ☐ The resume is organized, easy to read and has a balance between content and white space.
- ☐ The type font is Times New Roman, Arial, Helvetica or Verdana.
- ☐ The type size on the resume is 10, 11 or 12 point.

BARRY BOVARD

barrybov@usc.edu
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425 Thomas Street
Los Angeles, CA 90089

Portfolio: www.usc.edu/portfolios/barrybovard

EDUCATION

University of Southern California, Los Angeles, CA
Master of Science, Computer Science
Emphasis: Systems programming

December 2009

California State University, Fullerton, Fullerton, CA
Bachelor of Science, Electrical Engineering
Minor: Circuit design

May 2006

TECHNICAL SKILLS

Programming Languages: C++ C#, Java, B.NET, Flash, FlexBuilder,
PHP, MySQL
Applications: MS Office, CAD, Minitab, JMP,
Dreamweaver
Operating Systems: Unix, Linux, Windows, Mac

WORK EXPERIENCE

Systems Programming Intern
Electronic Arts, Los Angeles, CA

Summer 2008

- Evaluated automated information systems and major system applications to determine user feasibility
- Developed and programmed web-based applications in PHP/MySQL to improve web interfaces and increase traffic by 12%
- Tested and implemented new security software programs to decrease department viruses by 60%

Customer Service Representative/Reserves Assistant
Huntington Beach Public Library, Huntington Beach, CA

August 2004 -
June 2006

- Supported staff projects with a variety of multimedia resources including Flash
- Developed user friendly web interfaces for three reference librarians using Flex Builder and Dreamweaver

USC PROJECT EXPERIENCE

- Developed automated test scripts and architectures for application products using C#
- Programmed in VB.NET to develop data collection and machine control schemes

THOMAS TROJAN
trojan@usc.edu

Current:
123 Trousdale Pkwy.
Los Angeles, California 90089
(213) 123-4567

Permanent:
987 Shreve Blvd.
Hatboro, PA 19040
(215) 765-4321

EDUCATION

University of Southern California
Bachelor of Arts, English

Los Angeles, CA
Expected, May 2012

HONORS

Presidential Scholar
Lee Foundation Scholar

WORK EXPERIENCE

Pixar

Production Assistant

- Viewed footage and gave creative feedback to the development department
- Provided administrative support to marketing and publicity departments

Emeryville, CA
Summer 2008

Old Navy

Summer Cashier

- Provided customer service in high-volume retail outlet
- Reported end of day sales and reconciled receipts totalling \$2000 daily

Williams, PA
March 2006-May 2008

COMMUNITY SERVICE

Joint Educational Project, USC

- Develop curriculum to teach third graders about global warming
- Manage classroom environment of 35 children

August 2008-present

Habitat for Humanity, Hatboro, PA

- Assisted hurricane Katrina victims, constructing interim housing

May 2006-April 2007

ATHLETICS

Lyons High School Men's Soccer
Captain (2006-2007)

Hatboro, PA
2003-2007

ACTIVITIES

Yearbook Photo Editor
Sophomore Class Treasurer

2007-2008
2005-2006

** a typical freshman resume may include high school information*

Tomasa Traveler

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EDUCATION

University of Southern California, Los Angeles, CA
Bachelor of Science, Business Administration May 2011
Emphasis in Marketing and Public Relations
Major GPA 3.76 Overall GPA 3.41

University of San Carlos, Guatemala: Study Abroad Fall 2007

University of California, Los Angeles, Los Angeles, CA
Business Administration Attended 2006-2007

WORK EXPERIENCE

University of Southern California, Los Angeles, CA August 2008 – Present

Athletic Department, Customer Service Assistant

- Respond to 100-150 customer inquiries daily
- Provide administrative support to 20 professionals

Discovery Channel, Bethesda, MD Summer 2008

Alternative Programming Development, Intern

- Supported three producers during pitching, production and board meetings
- Researched creative ideas and materials for programming

Countrywide Mortgage and Loans, Blake, CA Summer 2007

Marketing Department, Administration Assistant

- Marketed services to existing customers, increasing qualified loan applicants by 10%
- Processed 300 credit reports monthly for loan department
- Verified employment and financial data for loan applicants

ORGANIZATIONS

- American Marketing Association, Student Member 2008 - Present
- Alpha Gamma Delta sorority 2007 - Present
- USC Entrepreneur Club, Vice President of Membership 2007-2008
- USC Dance Force 2007-2008

SKILLS

- Microsoft Office, Quickbooks, LexisNexis
- Fluent Spanish, Conversational Italian

Action Verbs

Communication

addressed	contacted	edited	lectured	networked	reconciled
arbitrated	convinced	formulated	marketed	persuaded	recruited
arranged	corresponded	influenced	mediated	presented	referred
authored	developed	informed	moderated	promoted	reported
communicated	directed	interpreted	motivated	publicized	translated
composed	drafted	interviewed	negotiated	published	wrote

Creative

acted	developed	improvised	originated	replaced	strategized
composed	directed	instituted	performed	revitalized	transformed
conceived	drafted	integrated	pioneered	shaped	
conceptualized	established	introduced	planned	sketched	
conducted	executed	invented	redesigned	spearheaded	
created	fashioned	marketed	remodeled	started	
designed	founded	modernized	renovated	stimulated	

Analytical/Financial

accounted for	controlled	monitored	reconciled	revived	substantiated
administered	developed	multiplied	refined	satisfied	suggested
allocated	estimated	planned	reformed	scrutinized	supplemented
analyzed	financed	procured	regarded	secured	sustained
appraised	forecasted	projected	related	sought	tailored
audited	managed	provided	relieved	settled	transferred
balanced	marketed	purchased	remedied	staffed	
budgeted	minimized	raised	researched	strengthened	
calculated	mobilized	rated	reserved	submitted	

Management/Leadership

administered	committed	correlated	formulated	maintained	recruited
accounted for	concluded	cultivated	founded	organized	regulated
analyzed	condensed	delegated	fulfilled	oversaw	reviewed
centralized	confirmed	determined	grew	planned	revitalized
certified	consented	developed	handled	prioritized	set goals
chaired	contracted	employed	headed	produced	scheduled
changed	consolidated	evaluated	hired	proposed	supervised
commissioned	consulted	executed	managed	recommended	tailored

Organizational/Time Management

approved	conserved	generated	organized	retrieved	specified
arranged	consolidated	identified	prepared	revamped	streamlined
catalogued	distributed	implemented	prioritized	revised	systematized
classified	enlisted	inspected	processed	scheduled	tabulated
collaborated	executed	integrated	recorded	screened	targeted
collected	expedited	monitored	reshaped	shaped	updated
compiled	extracted	operated	reorganized	specialized	validated

Quantitative/Research

acquired	calculated	examined	inspected	judged	reviewed
amplified	charted	extracted	inspired	justified	researched
analyzed	collected	formulated	instituted	lead	studied
approximated	compared	grew	interested	licensed	summarized
ascertained	conducted	guaranteed	interpreted	linked	surveyed
attested	diagnosed	identified	interviewed	minimized	systematized
authorized	designed	indexed	investigated	modified	tested
bolstered	determined	inferred	involved	organized	trouble-shoot
boosted	evaluated	innovated	issued	processed	

Drive/Motivation/Results

achieved	contributed	exceeded	lowered costs	re-established	transformed
accelerated	decreased	expanded	maximized	resolved	trimmed
accomplished	doubled	improved	measured	restored	validated
attained	effected	increased	obtained	selected as	
augmented	eliminated	initiated	pioneered	stabilized	
complete	enlarged	introduced	proved	standardized	
compounded	established	launched	reduced	succeeded	

Teaching/Counseling/Helping

adapted	communicated	elaborated	incorporated	motivated	speculated
advised	cooperated	elicited	indicated	observed	stated
analyzed	coordinated	enabled	informed	organized	structured
applied	corrected	evaluated	initiated	postulated	synthesized
appraised	defined	explained	instructed	praised	systematized
assessed	demonstrated	facilitated	interacted	questioned	taught
assigned	designated	generated	integrated	reinforced	trained
categorized	developed	guided	investigated	rewarded	tutored
clarified	directed	identified	modeled	simplified	
coached	educated	implemented	modified	solicited	

Technical

activated	deciphered	displayed	exhibited	overhauled	sold
assembled	dedicated	elevated	fabricated	participated	served
built	deliberated	endorsed	familiarized	programmed	solved
calculated	delivered	enforced	finalized	rehabilitated	supplied
computed	designed	engineered	formed	remodeled	trained
constructed	detected	enhanced	installed	repaired	upgraded
converted	devaluated	enriched	maintained	resolved	
customized	devised	excelled	navigated	retrieved	
debugged	dispersed	exercised	operated	screened	

For more career resources and to register for **connectSC** visit our website at <http://careers.usc.edu> or stop by our office at STU 110.

***connectSC** is the online jobs and internships portal for USC students and alumni.*