

# RESUME GUIDE

Your resume is the first impression an employer will have of you and the basis by which you will or will not be selected for an interview. Your resume should reflect your qualities and experiences most relevant to the position for which you are applying.

## THE WINNING RESUME:

- Is 100% honest
- Presents your most relevant data first
- Emphasizes your assets
- Utilizes white space for a consistent format
- Is brief, concise, and easy to read
- Avoids the use of “I,” “me” and “my”
- Is free of grammatical and spelling errors
- Is limited to a maximum of two pages; preferably one page

## FORMAT AND LAYOUT:

- Your resume should be brief, well organized, and neatly printed on 8 1/2” X 11” white or off white paper
- Should be 10, 11 or 12 point font, Arial or Times New Roman
- There are three basic resume formats: chronological, combination, and functional
- The resume format you choose should highlight your strengths and de-emphasize your weaker areas

## PERSONAL INFORMATION (U.S. Standards):

- The only required information is your name, address, telephone number, and e-mail
- No other personal information should be included on a resume

## CAREER OBJECTIVE:

- Stated either at the top of the resume or in the cover letter
- Should be brief and concise
- Optional: May use skills summary or qualifications section

## EDUCATION:

- Include degree, major, minor, concentration, institution, city, state, and date of graduation
- You may also include scholarships, honors, awards, special training, relevant courses, and study abroad, GPA and Major GPA (if it’s above 3.0)
- Do not include high school unless it is relevant to career or job

## EXPERIENCE:

- Describe your most recent job experience first
- Include both paid and non-paid experience (internships, part-time jobs, leadership roles in clubs/organizations, volunteer work, etc.)
- Include your job title, the company name, city, state, and dates of employment
- Provide detailed information about your experience that most relates to the work you are seeking
- Use strong, descriptive action verbs to describe your responsibilities and accomplishments using bullets

## ACTIVITIES AND INTERESTS:

- Include memberships, clubs/organizations, community involvement, and anything else that is related to your career objective or reveals something unique about yourself

## ADDITIONAL INFORMATION:

- Include qualifications on equipment, licenses, certificates, language ability, computer skills, travel, publications, awards, and other achievements relevant to your career objective

## REFERENCES:

- Do not list your references on the resume
- List 3-5 employers and faculty members on a separate sheet of paper; include name, title, organization, telephone, and e-mail address. Be sure to ask each person before including as a reference.

### Chronological

- Is the most common format
- Good for a person with a strong history of relevant work experiences

### Functional

- Organizes your most relevant experiences into skill areas
- Provides your employment history in a brief format
- Works well for career changers, gaps in employment, and little work experience

### Combination

- Uses work history and skills summary to emphasize person’s experience
- Works well for those with full work history in multiple fields

# SUMMER BARNES

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## OBJECTIVE

Seeking an internship position in the Marketing Department at Sony

## EDUCATION

Loyola Marymount University; Los Angeles, CA May 2011  
Bachelor of Business Administration GPA: 3.4  
Double Emphasis: Marketing & Business Law

**Related Courses:** Interpersonal Communications, Persuasion and Social Influence, Principles of Public Relations, Intercultural Communications

**Related Class Project:** Created public relations strategy and produced corporate fact sheet for MORE Media Group, a full service media design and production company; Also wrote press release and pitch letter to targeted media

## EXPERIENCE

Teen Vogue Magazine; New York, NY October 2008 – Present  
**It Girl Spokesperson**  
▪ Consult with clients at media conventions, representing image of Teen Vogue  
▪ Conduct interviews at entertainment outlets, including MTV Europe, Wallstreet Journal, and ABC  
▪ Head focus groups to discover teenage readers' styles and preferences

Loyola Marymount University; Los Angeles, CA September 2007 – May 2009  
**ASLMU (Student Government) Programming Committee Member**  
▪ Maintained traditional events, including Madness at Midnight and Homecoming, and movie screenings  
▪ Organized Annual Sunset Concert(s) featuring Yellowcard, Rooney, and Jason Miraz; drawing 1000+ attendees  
▪ Established The Guinness Book of World Records Event "Largest Water Gun Fight" for 1200+ people  
▪ Instituted Collegefest, an all-day event which included dodgeball tournaments, music, food, and fireworks  
▪ Implemented first Comedy Night, featuring Dane Cook; tickets sold out 1000+ in attendance

Original Film; Brentwood, CA June 2006 – August 2008  
**Intern**  
▪ Assisted in establishment and maintenance of 500+ actor database using FileMaker Pro  
▪ Composed script coverage and notes for studio meetings and re-writes  
▪ Critiqued new pilots and film dailies with producers  
▪ Assisted producer with reviewing audition submissions for films such as XXX2 and Gridiron Gang  
▪ Maintained script library manually and electronically for 700+ scripts

Loyola Marymount University; Los Angeles, CA September 2005 – May 2007  
**KLMU 840 Radio DJ**  
▪ Maintained sound boards, double CD players, and double turntables  
▪ Implemented "Top Ten" list of popular independent music around campus

## SKILLS

**Computer:** PC and MAC; Microsoft Word, PowerPoint, Excel, Adobe PageMaker, Entourage, Outlook, FileMaker Pro  
**Language:** Proficient in French

## ACTIVITIES

American Marketing Association, Special Events Committee Member  
Howard Schaefer Pasadena Angels BTC Business Competition, Participant  
Track and Field, Team Member  
Business Law Society, Member  
International Thespian Society, Member

# Lionel Lion

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**OBJECTIVE:** To utilize my technical and communication skills in a management position at Northrop Grumman

## EDUCATION

Loyola Marymount University (LMU); Los Angeles, CA 5/08

**Bachelor of Science in Mechanical Engineering**  
**Dean's List – 4 semesters**

**E.I.T Certified, State of California** 6/09

## RELEVANT COURSEWORK

Engineering Ethics Material Science  
Engineering Analysis Electricity & Magnetism  
Graphics & Design Engineering Systems

## ENGINEERING EXPERIENCE

**Industrial and Manufacturing Engineering Team Member** 6/08-present  
Alcon Laboratories, Cataract Operations Division, Irvine, CA  
▪ Designing and implementing mixed-model assembly line to accommodate new product  
▪ Reorganizing inventory system to prevent material shortages while minimizing on-hand inventory  
▪ Completing various other industrial and manufacturing projects to support the Cataract assembly line  
▪ Conducting several presentations to upper management, supervisors, and team members

## Technical Group Projects

Frank R. Seaver College of Science & Engineering, Los Angeles, CA 9/04-5/08  
▪ Developed alternative layouts for C&D Aerospace's Dado Assembly Area while optimizing labor hours and material flow  
▪ Created "Material Requirements Planning Program" for three product structures  
▪ Applied Operations Research Techniques to determine best combination of foods to include in "Meal Ready to Eat"  
▪ Redesigned alarm clock to be more ergonomically correct

## Research Assistant

LMU Science and Engineering Department, Los Angeles, CA 5/07-9/07  
▪ Gathered information for research papers on mechanical engineering topics, resulting in publication  
▪ Collaborated with co-writers, researchers and faculty to produce publication  
▪ Edited/rewrote articles per journal specifications

## COMPUTER SKILLS

- **Engineering Software:** Matlab, AutoCAD, Pro-Engineering, & Working Model
- **Microsoft Office:** Works, Words, Excel, Spreadsheet and Power Point
- **General Office Software:** Quicken 2008, ACT, Access and some basic web design knowledge

## ADDITIONAL WORK EXPERIENCE

**Assistant Manager** 6/06-8/07  
Ralphs Grocery Store, Long Beach, CA

## Administrative Assistant

LMU University Relations, Los Angeles, CA 9/05-5/06

## ACTIVITIES/COMMUNITY SERVICE

American Society of Mechanical Engineers (ASME)  
Sigma Phi Epsilon Fraternity Alumni Council  
LMU Special Games

## INTERESTS

Baseball, International Travel (China, Japan, Italy, Czech Republic, Ireland, Brazil, Jamaica), Hiking, Cooking