The Anatomy of an Outstanding Resume

Recruiters sift through hundreds of resumes and are often looking for one that immediately catches their eye. Use this guide to develop a professional resume and help your resume stand out above the rest.

Sample Resume

Position Sought: Production Apprentice

NAME
City, State | Phone # | Email Address

EDUCATION

University of Maryland	College Park, MD
*Major: Theatre	Minor: Art History*	2019 – Present
Carroll Community College	Westminster, MD
Associate of Applied Science in Entertainment Technology |GPA 3.65	2019

RELEVANT EXPERIENCE

Ravens Theatre Company	Baltimore, MD
Assistant Stage Manager	2018 – Present

- Collaborate with director to create rehearsal schedules and record all stage blocking
- Train all crew members and assign duties for rehearsals and all shows
- Communicate changes made during rehearsals to all staff including designers and stage crew

WORK HISTORY

Ravens Athletic Club	Baltimore, MD
Head Lifeguard	2017 – 2019

- Monitored activities in swimming areas to prevent accidents and assist swimmers
- Determined chlorine content and pH value of water using water testing kit
- Coordinated and instructed swimming lessons to small groups of children, ages 4-10

VOLUNTEER & SERVICE

Wishes Pet Clinic	Baltimore, MD
Senior Volunteer	2016 – Present

- Coordinate and publicize all fundraisers and community events
- Recruit event volunteers, and train all staff prior to community events

CERTIFICATIONS

CPR Certification	American Red Cross	2018 –2020
Certified Lifeguard	American Red Cross	2017 –2019

HONORS & AWARDS

Psi Beta Honors Society	Carroll Community College	Westminster, MD
Outstanding Psychology Student Award	2018

Resume Headings

PERSONAL INFORMATION
Center personal information at the top of your document and make it bold. Include your full name, current location, phone number and professional email address.

EDUCATION
List the most recent institution you have attended first. If you have not yet graduated, list your dates of attendance. If you have graduated, list the year you graduated. Unless you're very young, do not include your high school. List your GPA if it is 3.0 or higher.

RELEVANT EXPERIENCE
This section is for work that aligns with your future career. Use concise, result-oriented phrases that reflect your skills. Include job title, employer, city/state, beginning and end dates of employment. For current employment, be sure that your statements are in the present tense. For past employment, your statements should be in past tense.

WORK HISTORY
This section is for work that does not align with your future career. As with Relevant Experience, include job title, employer, city/state, beginning and end dates of employment. Also include bulleted statements describing your experience and skills.

VOLUNTEER & SERVICE
If you lack paid job experience, include relevant unpaid experience (volunteer experience, service-learning projects, etc.). Be sure to use concise, result-oriented phrases that reflect specific skills.

CERTIFICATIONS, SKILLS & TRAINING
Depending upon your past experience, you may wish to include any special skills or training you've received that may be relevant to your desired position. This section can be useful if you've received training or a certification in an area, but may lack direct work experience.
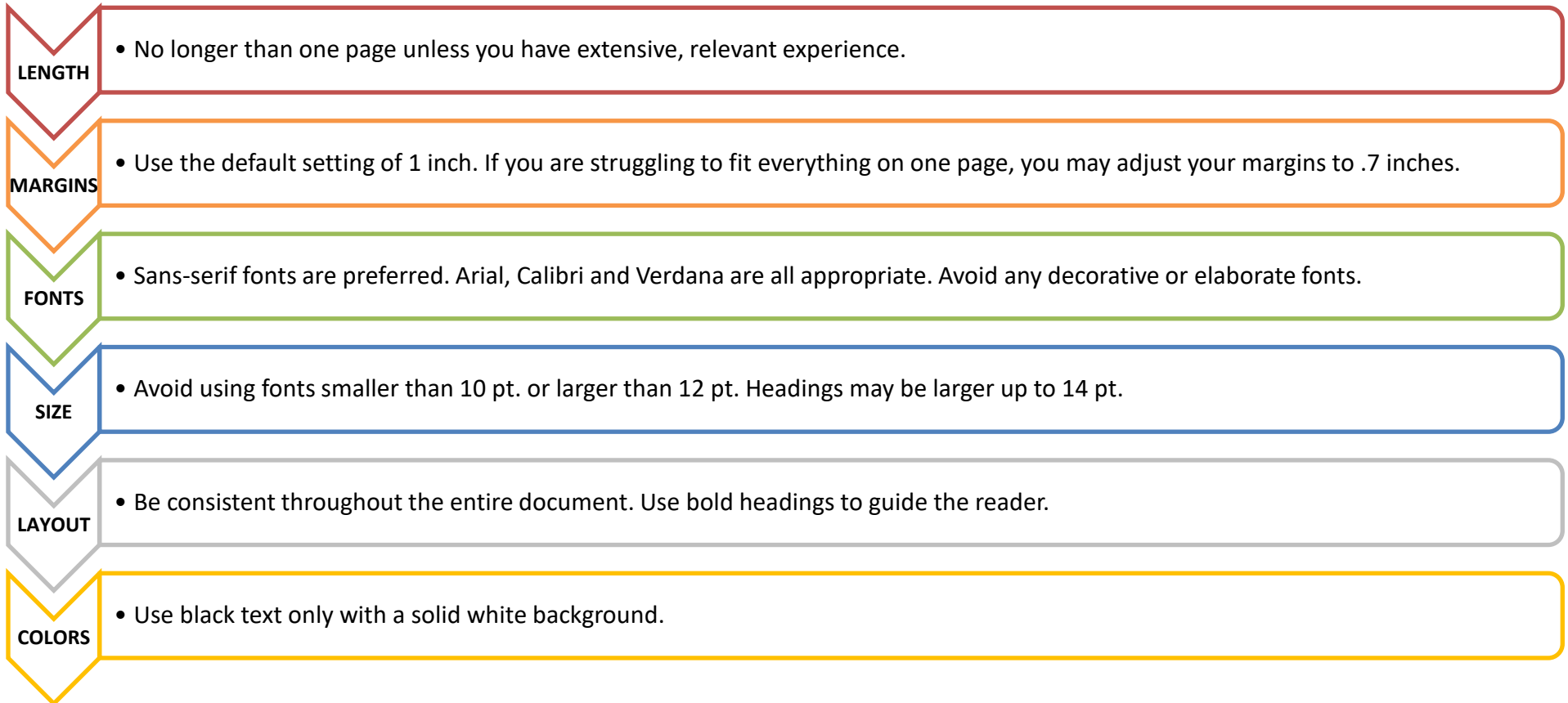
HONORS & AWARDS
Include any special recognition or awards. This section can also include affiliations (honor societies, student government, etc.)

Need help? Have questions?

Contact the Career Development Office at Carroll Community College

A102 | 410-386-8523 | careerdevelopment@carrollcc.edu

Resume Guidelines

LENGTH
- No longer than one page unless you have extensive, relevant experience.

MARGINS
- Use the default setting of 1 inch. If you are struggling to fit everything on one page, you may adjust your margins to .7 inches.

FONTS
- Sans-serif fonts are preferred. Arial, Calibri and Verdana are all appropriate. Avoid any decorative or elaborate fonts.

SIZE
- Avoid using fonts smaller than 10 pt. or larger than 12 pt. Headings may be larger up to 14 pt.

LAYOUT
- Be consistent throughout the entire document. Use bold headings to guide the reader.

COLORS
- Use black text only with a solid white background.

Editing Your Resume

SPELL AND GRAMMAR CHECK
- While it won't detect all errors, using Spell and Grammar Check can drastically reduce common resume errors.
- Read your resume out loud to detect any further errors.

PEER REVIEW
- Have multiple people read your resume to check for errors and the readability of your resume.
- Schedule a meeting with the Career Development Office (A102) to receive additional feedback on your resume.

Submitting Your Resume

ELECTRONIC SUBMISSION
- Save your resume as a PDF of JPEG when submitting in an email or as an attachment in an application.
- Saving your resume as a .doc file is also an option, but you may lose some of your formatting.

PAPER SUBMISSION
- Bring multiple paper copies of your resume when attending job interviews and job fairs
- Print your resume in black ink on light colored bond paper.