

RESUME GUIDE

John D. Smith

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EDUCATION

Bachelor of Science: Psychology
Minor: Spanish
Weber State University, Ogden UT

May 20XX
GPA 3.65

RELATED COURSEWORK

Psychology Courses
Psychological Statistics and Methods
Research Methods in Psychology
Adolescent Psychology
Theories of Personality

Spanish Courses
Grammar & Composition
Translation
Business Language
Cultural Heritage

WORK EXPERIENCE

Outreach Specialist

May 20XX - Present

Community Health Incorporated, Ogden, UT

- Maintain and update over 50 client records consisting of treatment plans and case notes
- Advise Spanish speaking clients on issues regarding general health and well-being
- Distribute 100+ brochures and documents to inform community members of services
- Assist clients to identify and obtain benefits from community programs and resources

Case Manager Intern

Jan 20XX - May 20XX

Bewell Counseling Services, Ogden, UT

- Interviewed clients, conducted assessments, and reviewed records for accuracy
- Collaborated with counselors and physicians to coordinate treatment plans for 150+ clients
- Monitored and evaluated client progress in regard to achieving treatment objectives

Office Assistant

Aug 20XX - Jan 20XX

WSU Career Services, Ogden, UT

- Maintained and updated filing, processed mail and created marketing materials
- Processed over 150 documents per week for career fairs, class presentations and activities
- Contacted students by email and phone to remind them of upcoming appointments
- Operated voice mail systems, personal computers, photocopiers and scanners

SKILLS

Spanish Language Fluency
Spanish/English Interpreting
Clear Oral & Written Expression
Active Listening
Service Orientation

Social Perceptiveness
Microsoft Office Proficiency
Public Communication
Organizing & Prioritizing
Problem Solving

SERVICE AND LEADERSHIP

Vice President of Activities, ABC Non-Profit Organization, Ogden, UT
Service Committee Chair, People Helping People Club, Ogden, UT
Member, WSU Spanish Club, Ogden, UT

20xx - 20xx
20xx - 20xx
20xx - 20xx

IDENTIFICATION

Make your name prominent using bold, caps, and/or larger font sizes. Verify that your email address is professional. If including a personal web page (e.g. LinkedIn), customize with a shortened URL. If applying for a position out-of-state, physical address is optional.

EDUCATION

List your education in reverse chronological order (most recent at top). University students and alumni do not need to include high school. Optional: academic accomplishments, related course titles (if relevant), and GPA (if 3.3+).

WORK EXPERIENCE

List positions in reverse chronological order. Include job title, company/organization, location, and dates employed. Use strong action verbs to outline major accomplishments in a bulleted list (e.g. maintain, collaborated, processed). Avoid personal pronouns (e.g. I, my, we).

SKILLS

Tailor your list of skills to the specific job you are applying for. Consider including: interpersonal skills; computer-related abilities; technical expertise; and foreign languages, etc.

OPTIONAL SECTION TITLES

- Internship or Practicum
- Service and Leadership
- Research Projects
- Lab Experience
- Field Work
- Clinical Experience
- Licenses and Certifications
- Awards and Achievements
- Military Experience
- Professional Associations
- Publications
- Professional Summary



WEBER STATE UNIVERSITY
Career Services

✓ CONTENT AND FORMATTING CHECKLIST

- One page preferred (for entry-level resume)
- Professional font: Arial, Calibri, Garamond, etc.
- Readable font size: 10 pt. and up
- Tailor your resume to the needs of the employer
- Use concise phrases instead of sentences; keep statements detailed, relevant, and targeted
- Quantify your results: length of time, number, and/or percentages
- Make good use of white space: right justify dates for balance
- Conservatively use **bold**, *italics*, and/or underlining
- Maintain consistent verb tense
- Avoid uncommon acronyms—when in doubt, spell it out
- Proofread, proofread, proofread! Have multiple people proofread your resume
- References belong on a separate document with the same header as your resume
- If printing, use high-quality resume paper
- If sharing digitally, convert to PDF (online upload or email)
- Make an appointment with your career counselor by logging into Wildcat Handshake and selecting “Appointments” under the “Career Center” tab
- See other examples and helpful information at: www.weber.edu/careerservices



STUDENT / LIMITED EXPERIENCE

Suzanne Diaz

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EDUCATION

Associate of General Studies, Weber State University, Ogden, UT Dec. 20XX

EXPERIENCE

Housekeeping Team, Ogden Athletic Club, Ogden, UT 20XX-Present

- Assist team leader in creating collaborative working environment with team of 5
- Provide excellent customer service—meeting needs of club members
- Promoted from night-crew to day-crew as a result of punctuality and dependability

EXTRACURRICULAR ACTIVITIES

WSU Peer Mentor – Foundations of College Success Course 20XX-Present

- Mentor 25 students and collaborate with instructor
- Present 15-minute mini lessons three times during the semester to class of 25
- Update CANVAS discussion board weekly; respond to students’ posts

Ogden High Marching Band 20XX-20XX

- Obtained perfect practice and performance attendance over 2-year commitment
- Raised \$1,500 to attend and perform in the Rose Bowl Parade, Pasadena, CA
- Advanced to 2nd chair seat through in-class competition; held position for 6 months

AWARDS AND ACHIEVEMENTS

Music Scholarship recipient, Weber State University, 2-year half-tuition
High Honor Roll student, Ogden High School, junior and senior year
Instrumental Music Sterling Scholar Nominee
20XX Multi-Cultural Reception, selected to perform the Jarabe Tapatio dance

ENTRY-LEVEL PROFESSIONAL

Robert L. Stevens

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EDUCATION

B. S. Degree, Health Administration Services Pending: Dec. 20xx
Health Services Administration Emphasis
Weber State University, Ogden, UT
GPA: 3.76/4.00

RELEVANT SCHOOL EXPERIENCE

Public Health Finance – HAS 3700
• Formulated a public health budget and learned government accounting and budgeting concepts

Human Resource Development in Health Care – HAS 3240
• Gained understanding of HR principles: compensation, recruitment/selection, and performance appraisals

SKILLS

Policy & Procedure Writing Medical Terminology MS Word, PowerPoint, Excel	Human Resources Managerial Leadership Proficient in Spanish	Marketing & Sales Billing & Medical Reporting A++, MUIS, MUMPS
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LEADERSHIP EXPERIENCE

President, Health Administrative Services Club, Weber State University August 20xx-May 20xx
Programming Vice President, Student Involvement, Weber State University August 20xx-May 20xx

HEALTH ADMINISTRATIVE SERVICES INTERNSHIP

MCKAY-DEE HOSPITAL, Ogden, UT October 20xx – Present