

Resume Guide

STANTON UNIVERSITY CAREER RESOURCES

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Let's get started!

Developing a resume takes time, but a solid resume can set you apart from the other candidates who are competing against you for the same position. This guide will help you create and develop a strong resume to aid you in your career placement.

When you find a position that you are interested in, analyze the position description to help you understand the qualifications that they are looking for. This will help guide you as you tailor your resume to highlight the qualifications they desire.

Brainstorming is a great way to gather your thoughts before creating your resume. Assess your skills and list your accomplishments. What kind of beneficial experiences and/or training do you have that would help in the posted position? Use the list that you create to tailor your resume according to each specific position that you are applying for.

Quick Tips

- Be prepared: Keep track of your achievements and skill developments from your academic, work, and volunteer experiences.
- Time management: Schedule a time to specifically work on your resume. Give yourself ample time to create, develop, and edit your resume before submitting them.
- Make an appointment by contacting the Student Affairs Director to aid in your career development.

STANTON UNIVERSITY



Resume Tips

- Use a professional email address.
- Maintain updated contact information.
- Start with your most recent experience/education.
- Choose a readable font such as Times New Roman.
- Lose the phrase, "References available upon request."
- Name your files properly for uploaded resumes.
- Draw attention to any promotions you've had.
- Use action-packed verbs.
- Have someone proofread your resume.
- Write a thank-you e-mail after an interview.
- Be truthful about your skills and past experiences.
- Tailor your resume for each individual job.
- Include unpaid experiences such as volunteering and/or internships.
- Ditch the objective statement.
- Keep it to two pages max.
- Avoid "empty" words: Detail-oriented, team player, hard worker, etc.





Resume Types

CHRONOLOGICAL

- Experiences listed from most recent to least recent.
- Best for positions that are related to your work, academic, and volunteer experiences.
- Best to show consistency in work history. (May not be best if there are gaps in your experiences).
- Preferred by most employers and recruiters.

FUNCTIONAL

- Often used when there are significant gaps in employment history.
- Good for when someone is in the middle of a career transition/change.
- Showcases a specific skill set that one might have.
- Not the best choice for a student and/or entry-level candidate.

HYBRID

- A combination of the two listed above.
- Best for identifying skill areas and consistent experience history.

Action Verbs

USE ACTION VERBS TO DESCRIBE
YOUR EXPERIENCE



A

Achieved
Acted
Adapted
Addressed
Administered
Advised
Allocated
Analyzed
Appraised
Approved
Arbitrated
Arranged
Assembled
Assessed
Assisted
Audited
Authors

B

Balanced
Budgeted
Built

C

Calculated
Cataloged
Clarified
Classified
Coached
Collaborated
Collected
Communicated
Compiled
Computed
Conceptualized
Convinced
Coordinated
Corresponded
Counseled
Created
Critiqued
Customized

D

Demonstrated
Demystified
Designed
Developed
Devised
Diagnosed
Directed
Dispatched
Drafted

E

Edited
Educated
Enabled
Encouraged
Engineered
Enlisted
Established
Evaluated
Examined
Executed
Expanded
Expedited
Explained
Extracted

F

Fabricated
Facilitated
Familiarized
Fashioned
Founded
Formulated

G

Generated
Guided

I

Identified
Illustrated
Implemented
Improved
Increased
Influenced
Informed
Initiated
Inspected
Integrated
Instituted
Instructed
Interpreted
Interviewed
Introduced
Invented

L

Lectured

M

Maintained
Managed
Marketed
Mediated
Moderated
Monitored
Motivated

N

Negotiated

O

Operated
Organized
Originated
Overhauled
Oversaw

P

Performed
Persuaded
Pioneered
Planned
Prepared
Prioritized
Processed
Produced
Programmed
Projected
Promoted
Publicized
Purchased

R

Recommended
Reconciled
Recorded
Recruited
Reduced
Referred
Rehabilitated
Remodeled
Repaired
Represented
Researched
Resolved
Restored
Retrieved
Reviewed
Revitalized

S

Scheduled
Screened
Shaped
Solved
Spearheaded
Specified
Spoke
Stimulated
Strengthened
Summarized
Supervised
Surveyed
Systematized

T

Tabulated
Trained
Transformed
Translated

U

Upgraded

V

Validated

W

Wrote



Resume Example

JOHN
DARSON

Make sure your
e-mail and
voicemail greeting
are professional!

Address 
Phone Number 
E-mail 
LinkedIn Account 



SKILLS

- Billing, filing, and office support
- Microsoft Office & Google Drive
- QuickBooks
- Scheduling and Appointments
- Database Management
- ADP Workforce Now



EXPERIENCE

Assistant Business Manager | Darwin Lakes Showcases, Burbank CA

January 2017 – Present

- Designed website and incorporated online reservation system to increase sales and quality control.
- Complete and submit all reports on a timely basis including payroll, delinquency, investor, marketing strategy, collections, budget analysis, and financial statements.
- Analyze, recommend, implement, and audit marketing and management procedures with the intent of maximizing the property's net operating income.

Business Assistant - Volunteer | Carl Banks Cooperation, Cerritos CA

June 2013 – December 2016

- Handled incoming calls and other communications.
- Updated paperwork, maintained documents and word processing.
- Participated in candidate selection process including phone interview and onsite interview.
- Responsible for creating HTML versions of the printed 4-6 page newsletters the company printed monthly for the company website and subscribers.



EDUCATION

Master of Business Administration | Stanton University, Garden Grove CA

December 2016 – December 2018

Student Council President Fall 2017 – Fall 2018

Bachelor of Business Administration | Cypress College, Cypress CA

May 2013 – December 2016

Dean's Honor List

You can
also mention
being fluent in
another language
under Skills!

Cover Letter Example

Your Name

Put your full address

Right here

Phone number | [e-mail address](#)

Position: Title of Position Here

Date

Name of Company

Full address of the company

That you are applying for

Dear Mr./Mrs./Ms./Dr. Last Name of Addressee or (company) hiring committee (if no name is available),

State the position you are applying for, how you found out about it, and make a general statement about why you should be a good candidate for the posted position based on your skills and experiences.

Mention relevant experiences, such as relevant course work, and special projects or activities, that will interest the employer. Expand on what is listed in your resume instead of restating it. This section focuses on building a connection between you and the company, and how you can benefit it.

Show your interest in the position and restate your qualification for it. Request an interview or meeting.

Thank the reader for his/her time and consideration.

Sincerely,

Your Name (Printed or signed)

Enclosure: Resume, cover letter, references, and unofficial transcript.

Resumes should be accompanied by a well-written cover letter. It should illustrate how your career goals align with both the position and the organization while emphasizing your potential to contribute to their company.

References Example

Only provide a reference list once you have been asked for one or if it is a required attachment in an on-line application.

JOHN SMITH

540 W. Corwin BLVD #1603
Anaheim, CA 92804
714-555-5555
professional@gmail.com

REFERENCES

James Pearson

Professional Title Here
555-555-5555 | e-mail here

Relationship

Current co-worker at (company) from
(Month/Present).

Vincent Brown

Professional Title Here
555-555-5555 | e-mail here

Relationship

Former co-worker at (company) from (Month/Year).

Carly Lynn

Professional Title Here
555-555-5555 | e-mail here

Relationship

Former co-worker at (company) from (Month/Year).

- Provide 3-5 Professional References, not family or friends.
- References should be people who have supervised you in an academic, professional, and/or volunteer setting.
- Make sure your references are aware that you are using them as a reference and that they have approved to do it for you!

Thank You E-Mail Example

Hello (Interviewer's Name),

I wanted to take a second to thank you for your time (yesterday morning/afternoon/evening). I enjoyed our conversation about (specific topics that you discussed) and enjoyed learning about the (Job Title) position overall.

It sounds like an exciting opportunity, and an opportunity I know that I could succeed and excel in! I'm looking forward to hearing any updates you can share about the said position. Please, do not hesitate to contact me if you have any further questions or concerns in the meantime.

Thank you again for your valued time and sincere consideration.

Kind Regards,

Your Name Here



Within 24 hours after an interview, provide the individual who interviewed you with a Thank You E-mail. If there were multiple people interviewing you, write each of them a separate e-mail; do not just CC them in the main interviewer's e-mail!