



The Office of Career and Calling Houston Baptist University Hinton Center, Room 108

**careerandcalling@hbu.edu
www.hbu.edu/careerandcalling**

Resume Workshop

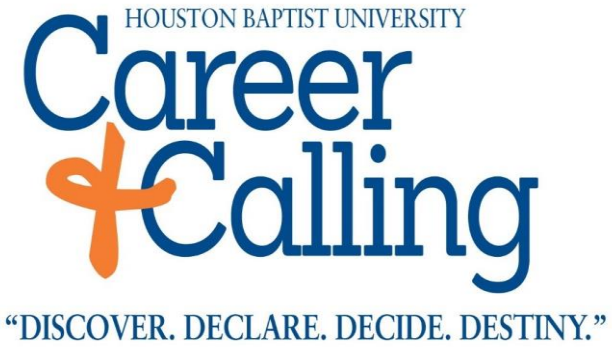
Office of Career & Calling



Aaron Swartz,
Director



Debra F. Bell,
Assistant Director



Session Objectives

- Discuss resume format
- Review resume components
- Create a resume that gains attention

Resume Types

Chronological

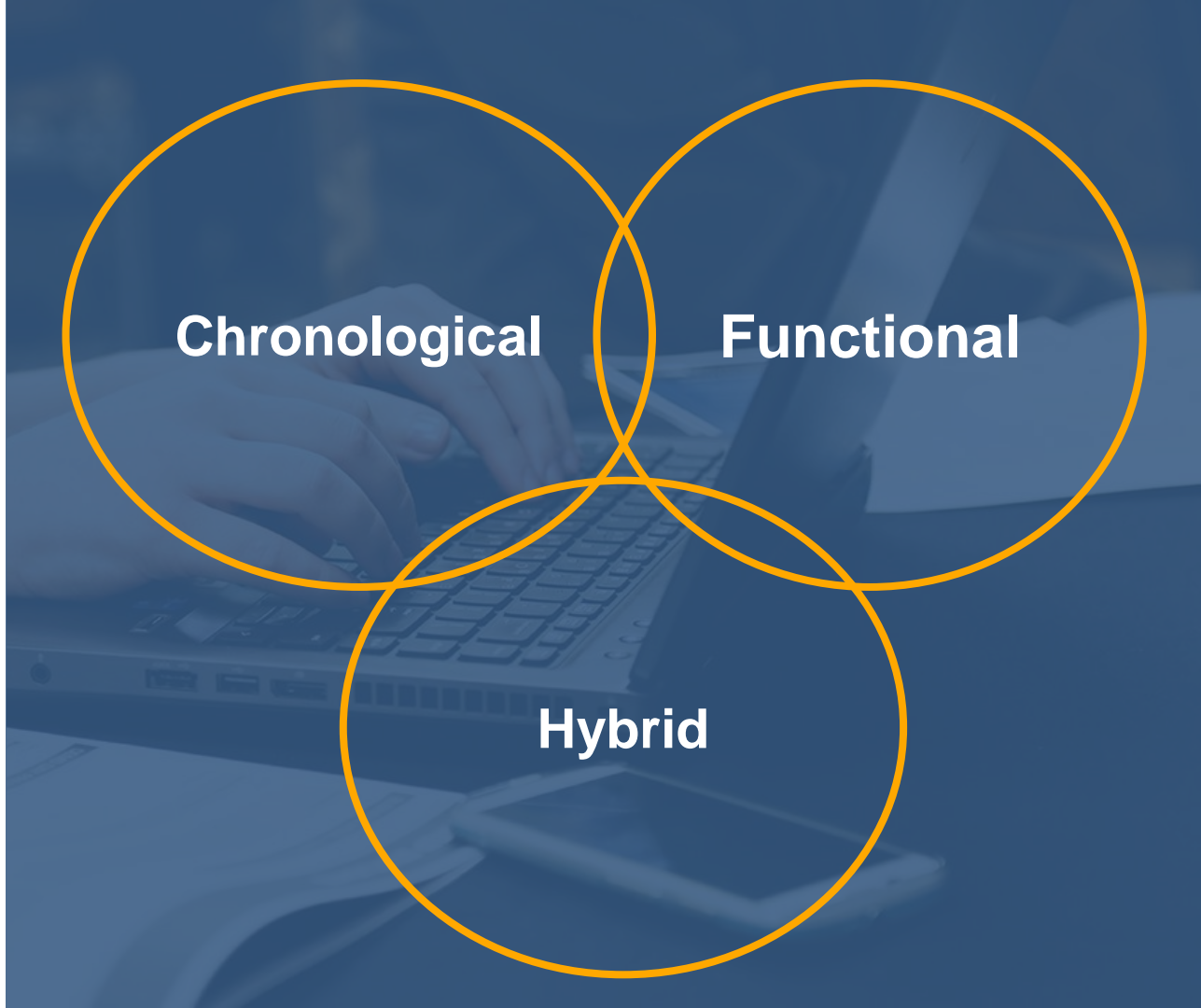
- Focus is work history

Functional

- Emphasizes skill /competencies

Hybrid

- Blends skills / competencies



- 1-2 pages in length
- Maximize white space
- Readable font styles/sizes
- Times New Roman (11-12 point font)
- Arial (10 -11 point font)

Resume Guidelines

“A resume represents you when you are not in the room.”

D. F. Bell

Chronological Resume

- Rank Order
- Specifics
- Top-Half vs. Bottom-Half
- Targeting to the job
- Call Worthy

Your Name

Mail Address, City, State, Zip Code • Phone # • Email Address

LinkedIn URL: www.linkedin.com/in/careerandcalling

SUMMARY (Optional)

To create your summary -- a brief section at the top of the resume -- identify what skills are required for the jobs you're applying for. Once you've identified the three or four most relevant, describe your accomplishments or skills in these areas.

Example of summary: Highly motivated Technical Support professional with 5+ years' experience. Strong verbal, listening and written skills. Comfortable in interacting with all levels of the organization and public. Able to negotiate and problem solve quickly, accurately, and efficiently. Adept at multitasking to achieve individual and team goals. Diverse background includes sales, customer service and supervision. Committed to quality and excellence.

EDUCATION

Houston Baptist University

Bachelor of Business Administration

Anticipated Graduation: 05/2016

- Major in Finance
- GPA: 4.0
- HBU Dean's List

TECHNICAL SKILLS

- Type 75 WPM
- Intermediate in Adobe Suite including Photoshop
- Accounting Knowledge: Expert in QuickBooks
- Fluent in Spanish -- conversational and writing

PROFESSIONAL EXPERIENCE

Office of Career and Calling

05/2013 -- Present

Accountant

- Prepare asset, liability, and capital account entries by compiling and analyzing account information.
- Document financial transactions by entering account information and recommend financial actions by analyzing accounting options.
- Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.

School of Nursing & Allied Health

08/2010 -- 05/2013

Registered Nurse

- Identify patient care requirements by establishing personal rapport with patients.
- Promote patient's independence by teaching patient, friends, and family to understand condition, medications, and self-care skills.
- Assure quality of care by adhering to therapeutic standards; measuring health outcomes against patient care goals and standards; making or recommending necessary adjustments; following hospital and nursing division's philosophies and standards of care set by state board of nursing, state nurse practice act, and other governing agency regulations.

Dunham College of Business

Financial Analyst

- Determine cost of operations by establishing standard costs and collecting operational data.
- Identify financial status by comparing and analyzing actual results with plans and forecasts.
- Guide cost analysis process by providing trends and forecasts; explaining processes and techniques; recommending actions.
- Improve financial status by analyzing results; monitoring variances; identifying trends; recommending actions to management.

VOLUNTEER EXPERIENCE

Memorial Hermann Hospital-Southwest

11/2011 -- Present

Volunteer

- Provide patients' personal hygiene by giving bedpans, urinals, baths, backrubs, shampoos, and shaves; assisting with travel to the bathroom; helping with showers and baths.

AWARDS & ACTIVITIES

- Vice President of Psi Chi
- Member of the Accounting Society

09/2015 -- Present

Present

Resume Guidelines: Do's

Use active
action
verbs

Focus on relevant
skills/experience

Use phrases
over full
sentences

Check spelling
and grammar

Make easy
to read and
scan

Resume Guidelines: Do's

- Know your audience
 - Include key words
 - Develop a high-impact summary
-
- Connect skills to company needs
 - Use relevant bullet points

Resume Guidelines: Do not's

- List references
 - Use abbreviations
 - Include a personal photo
-
- Include age
 - Include hobbies

Resume Header

There are different ways to build your resume header.

JOHN DOUGH

1234 Olde Mill Road • Huntsville, AL 35803 • 123-456-7891 • john.dough@hotmail.com

DORIS REMI

(123) 456-7890

doremi@yahoo.com

[LinkedIn.com/pub/dir/Doris/Remi](https://www.linkedin.com/pub/dir/Doris/Remi)

Doris Remi

(123) 456-7890

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**To succeed in the job market today, you
have to think of your resume as an
advertisement targeting your future boss.**

-Angela Copeland

Summary Statement

The summary statement:

- replaces an objective
- represents your skills, experience, and strengths
- Serves as an introduction

Adept at working across departments, with faculty, administrators, and students

A student athlete with extensive leadership experience working on teams, time management, and organization skills.

An honors student with exceptional ability in written communication, strong research experience and keen organizational skills.

Additional Resume Categories

- EDUCATION
- PROFESSIONAL EXPERIENCE
- TECHNICAL SKILLS
- COURSE WORK
- CERTIFICATIONS
- VOLUNTEER EXPERIENCE
- INVOLVEMENT/ACTIVITIES

How To Apply For On Campus Employment / Internships

Handshake (joinhandshake.com)

- HBU Student Portal
- Click Career & Calling
- Register / Upload Resume













Portal - land x Student Portal - studentportal x Employee Portal - emp4 x Mail - Debra F Bell - Outlook x index.php

hbuedu.sharepoint.com/sites/studentportal/SitePages/studentportal.aspx

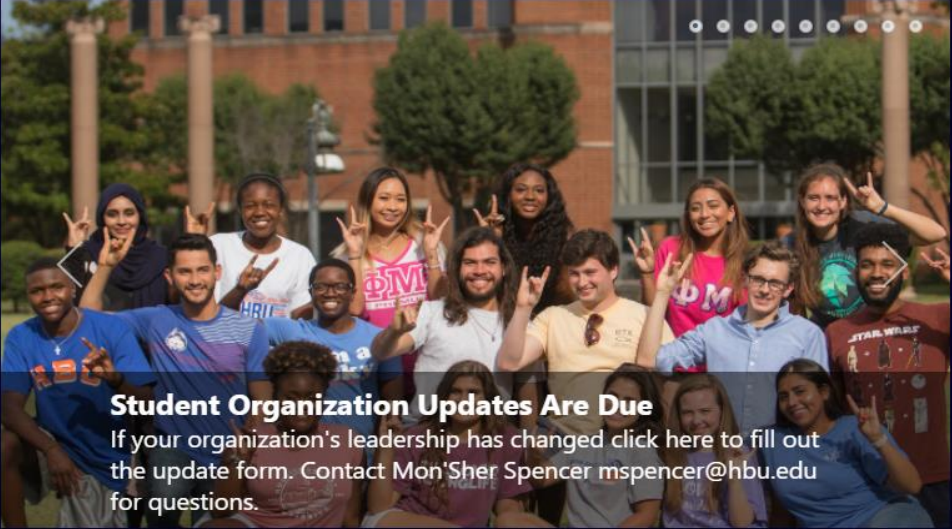
HBU | HOUSTON BAPTIST UNIVERSITY SharePoint

BROWSE PAGE

SHARE FOLLOW

Email 	Blackboard 	One Drive 
Husky Net 	Let Me In 	My Print 
Degree Works 	Navigate 	Schedule Event 
Housing 	Advocate 	Career&Calling 

<https://hbustudentlife.survey.fm/organization-information-update-form>



Student Organization Updates Are Due
If your organization's leadership has changed click here to fill out the update form. Contact Mon'Sher Spencer mspencer@hbu.edu for questions.

8:42 AM
8/18/2020

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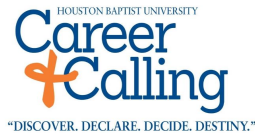
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www.hbu.edu/careerandcalling

Please contact us via email or call our office for
an appointment:

aswarts@hbu.edu
281-649-3418

dbell@hbu.edu
281-649-3277



“Whether you turn to the right or to the left, your ears will hear
a voice behind you, saying, “This is the way; walk in it.”

Isaiah 30:21