

Resume Guide

The purpose of a resume is to capture the attention of the reader, while also listing your unique qualities, skills and accomplishments in a concise, organized fashion.

Use professional email address.
Avoid too many numbers or special characters.

If you include coursework, be sure it's relevant to the position to which you are applying.

Rocky Panther

Yourprofessionalemail@mail.com • phone number

EDUCATION

Associates degree for transfer in NAME OF MAJOR
Chaffey College
Relevant Coursework/ Thesis (Graduate Students): [Note: Optional. Awards and honors can also be listed here or at the end.]

STUDY ABROAD [Note: If Applicable]
Study abroad coursework in _____.

Expected/Anticipated Month Year
San Bernardino, CA

Month Year – Month Year
City, Country

EXPERIENCE

Position Title Month Year – Month Year
Organization/ Company Name City, State

- Beginning with your most recent position, describe your experience, skills, and resulting outcomes in bullet or paragraph form.
- Begin each line with an action verb and include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements.
- Quantify where possible.
- Do not use personal pronouns; each line should be a phrase rather than a full sentence.

VOLUNTEER EXPERIENCE

Position Title Month Year – Month Year
Organization Name City, State

- Beginning with your most recent position, describe your experience, skills, and resulting outcomes in bullet or paragraph form.
- Begin each line with an action verb and include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements.
- Quantify where possible.
- Do not use personal pronouns; each line should be a phrase rather than a full sentence.

LEADERSHIP & ACTIVITIES

Role/ Title Month Year – Month Year
Organization/ Club Name City, State

- This section can be formatted similarly to the Experience section, or you can omit descriptions for activities.
- If this section is more relevant to the opportunity you are applying for, consider moving this above your Experience section.

SKILLS (Note: Optional)

Technical: List computer software and programming languages

Language: List foreign languages and your level of fluency Laboratory: List scientific / research lab techniques or tools [If Applicable]

Include GPA if requested or many science, technology, health and math fields request GPA.

Write evidenced-based statements using the **W.H.O.** method.

What did you do? (Tasks/ projects)

How did you do the work? (skills, strategies, methods, tools, techniques, attitudes)

Outcomes associated with work (results, impact, contribution, intention scope)

Continued in the back.

Relevant interests and skills can be demonstrated through campus and volunteer activities.

The W.H.O. Method

The W.H.O Method helps effectively create an evidence-based resume. An evidence-based resume helps in showcasing your skills, potential, and provide proof to the reader that your qualifications match what they are looking for in a candidate.

HOW TO USE THE W.H.O. METHOD

- Choose relevant experiences and tasks in your resume, as it applies to the application you are completing (e.g. jobs, internships, graduate school volunteer activities, club memberships, professional memberships, courses/projects, study abroad, service learning, etc.) to demonstrate relevant skills.
- Use the W.H.O. Method to evaluate tasks and experiences to help you write the evidence – based statements starting with an action verb.

Statements are recommended to be no longer than 2 lines in a resume.

W.H.O. METHOD	
W	What did you do? (tasks/projects) Example: Created a dynamic new member orientation program using relationship and team-building strategies to build affiliation and club loyalty.
H	How did you do the work? (skills, strategies, methods, tools, techniques, attitudes) Example: Created a dynamic new member orientation program using relationship and team-building strategies to build affiliation and club loyalty.
O	Outcomes associated with the work (results, impact, contribution, intention, scope) Example: Created a dynamic new member orientation program using relationship and team-building strategies to build affiliation and club loyalty .