

YOSEF A. MOUNTAINEER ←

Draw attention to your name

Keep your resume to 1 page.

Address | Cell Phone Number | (Professional) Email Address

EDUCATION

Appalachian State University- Boone, NC

Bachelor of Science in Business Administration

Major:

Minor:

GPA: 3.0 or higher

Month Year

Expected Graduation

RELEVANT COURSEWORK (OPTIONAL)

Course Title

Semester

- Include a description that starts with a power verb and explains projects and transferable skills, and includes industry terminology (look at your syllabus or a job description for key terms).

WORK EXPERIENCE

Company Name- City, State

List everything in reverse chronological order. Use **bold**, *italics*, and CAPS to draw attention.

Month Year - Present

Job Position/Title

- Bulleted description of job responsibilities using power phrases. Each description should be a detailed, yet concise explanation of your experience. List transferable skills: Communication skills, teamwork, leadership, flexibility, customer service = transferable skills. For example, if you were a server, mention how you answered customers' questions, developed relationships with customers, trained new employees, worked as a team, etc. This lets employers know how you can use the skills you developed in one job in another position.
- Use a power verb to start the phrase. Make sure the verb tenses match. If you no longer work at a job, the verbs are in past tense; if you are presently working a job, put all verbs in present tense.
- Quantify any information you can: money amounts (\$), employees trained (#), percentage (%) of sales increased, etc.
- Utilize the terminology and vocabulary you've learned in school, the terminology you find in the job description, and key-words on the company website to incorporate industry key-terms.

INVOLVEMENT

Organization Name, Appalachian State University- Boone, NC

Month Year - Month Year

Position Held

- Bulleted description of membership or position responsibilities. Prove to employers how you are a leader by giving a detailed description- using power phrases- of your responsibilities as a leader in your organization. Remember, talk about transferable skills, use power verbs and key terms, and quantify.

COMMUNITY SERVICE (OPTIONAL)

Organization Name- City, State

Month Year - Month Year

- Bulleted description of work accomplished. Remember, talk about transferable skills, use power verbs and key terms, and quantify.

HONORS AND AWARDS (OPTIONAL)

List of relevant honors or awards

Month Year

SKILLS (OPTIONAL- ONLY FOR HARD SKILLS)

- Bulleted list of any languages, or proficiencies like extensive computer skills, certifications, etc.

TOP 3 THINGS EMPLOYERS WANT TO SEE:

- GPA
- Relevant Experience
- Leadership Experience

Save your resume as a PDF and name it Your Name-Resume. Ex: Yosef A. Mountaineer-resume