

Remember...

You have **20-30 seconds** to secure an interview. This is the average time a manager takes to scan application materials and determine if an applicant should be granted an interview.

Keep your résumé simple, forget the fancy stuff, and be positive!

Project a professional image—omit all personal information unless it's relevant to your Objective.

Emphasize your accomplishments and your abilities.

Make the reader want to interview you!

Use "Action" Verbs

ACCOMPLISHED	IMPLEMENTED
ACHIEVED	IMPROVED
CONDUCTED	INCREASED
DEMONSTRATED	ORGANIZED
DEVELOPED	PERFORMED
GENERATED	PROVED
INCREASED	REDUCED
INITIATED	TRAINED



MSU Billings Career Services

Platinum Partner



Do...

- Use high quality paper and printer.
- Be concise and professional. Keep the résumé to one page, if possible.
- Include a personalized letter of application that addresses your qualifications for the job you seek.
- Stress past accomplishments and the skills you used to get the desired results.
- Proofread to be sure the résumé is **error free**.
- Include information that is relevant to the job for which you are applying.
- Use O*NET Online for content ideas at <http://online.onetcenter.org/>

Don't...

- Stretch the truth. Misinformation can easily backfire.
- Include information about salary.
- Use fancy fonts or bright paper.
- Include personal information like age or marital status.
- List inaccurate, unprofessional content or incomplete contact information.
- Use an email address that conveys an unprofessional image.



A

Professional Résumé



Montana State University Billings
College of Technology
(406) 247-3006
careers@msubillings.edu
www.msubillings.edu/careers

Résumé Tips

- Focus your objective statement on a particular job or industry.
- List your most recent education first; *do not* include high school.
- List specific courses, especially those showing technical skill.
- List your most recent job first. Use bullets to highlight actual duties, starting each duty with an “action” verb.
- In addition to work experience, include volunteer activities, academic projects, and internships.
- Include certificates or achievements.
- Avoid using “I” or complete sentences; concise bulleted content is user-friendly.
- Ask your references for permission to use their names and confirm their willingness to provide a positive recommendation.
- Include job-related references or instructors rather than personal references. Be sure to provide their name & title, business name, city/state, day-time phone number, and if possible, email address.
- Drop off your résumé at Career Services in A002; we are happy to check it and have it ready for you the next business day.

Jonathan Bailey

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Billings, MT 59101
(406) 555-1234
jonbailey@mail.net

Objective:

Seeking a position in drafting and design

Education:

Associate of Applied Science
Drafting & Design Technology
Montana State University Billings
College of Technology, Billings MT
Anticipated Graduation: May 2010
Cumulative GPA: 3.65

Relevant Courses:

Building Construction	Structural Drafting
GIS for Civil Applications	3D Applications
CAD Customization	Project Development
SDS/2 Structural Detailing	Civil Technology

Experience:

<i>Hi Tech Building</i>	<i>Billings, MT</i>
CAD Production Technician	January 2009-present

- Create production drawings for customizable off-site home building company
- Use in-house software to integrate production drawings with vendor software
- Assist with design of homes

<i>Wyoming Sawmills, Inc.</i>	<i>Sheridan, WY</i>
Drafting Intern	Summer 2008

- Produced production drawings for sawmill expansion
- Worked with engineer to coordinate project, including equipment layout, catwalk design, and building expansion to conform with existing sawmill configuration

Activities:

Student Senator, ASMSUB	2007-present
Volunteer, American Cancer Society	2006-present

References:

Ralph Lee, Architect	Joe Welch, Owner	Tom Wills, Instructor
Hi Tech Building	Wyoming Sawmills	MSUB COT
Billings MT	Sheridan, WY	Billings, MT
406-234-5678	307-333-3333	406-247-5555

Jane Studer

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Billings, MT 59102
406.555.4321
jane.studer@mail.net

OBJECTIVE

To obtain a position as a Licensed Practical Nurse

EDUCATION

<i>Associate of Applied Science</i>	<i>Fall 2009</i>
<i>Practical Nursing</i>	
Montana State University Billings	
College of Technology, Billings, MT	

<i>Certified Nursing Assistant</i>	<i>Fall 2007</i>
Sheridan College, Sheridan, WY	

RELEVANT COURSEWORK

Nursing Fundamentals	Maternal Child Nursing
Medical/Surgical Nursing I & II	Pharmacology I & II
Psychiatric Mental Health Nursing	Basic IV Therapy

RELEVANT EXPERIENCE

Clinical Rotations	Fall 2009
<i>St. Vincent Healthcare</i>	<i>Billings, MT</i>

- Assist nurses in oncology, surgical, and trauma areas
- Administer prescribed medications and start IV fluids
- Take patients' vital signs and explain procedures to patients

Certified Nursing Assistant	2007-present
<i>Yellowstone Valley In-Home Health</i>	<i>Billings, MT</i>

- Assist patients with daily living needs
- Turn and position patients
- Care for catheters and other medical needs

Certified Nursing Assistant	2004-2007
<i>Sheridan Manor</i>	<i>Sheridan, WY</i>

- Collaborated with nursing staff to meet needs of residents of the Alzheimer's unit
- Charted data accurately for patient records
- Assisted residents with all daily needs
- Provided companionship to residents

SKILLS

CPR-Certified	Through May 2020
First Aid-Certified	Through May 2012

REFERENCES

Available upon request