

## 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.



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# Professional Résumé



Montana State University Billings  
(406) 657-2168  
careers@msubillings.edu  
[www.msubillings.edu/careers](http://www.msubillings.edu/careers)

# Résumé Tips

- Your objective statement should focus on a particular job, internship, 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 your résumé at Career Services in Library 100; we are happy to check it and have it ready for you the next business day.
- To create a résumé for federal jobs, see guidelines at [www.usajobs.gov/infocenter/](http://www.usajobs.gov/infocenter/)

## Jonathan Bailey

1234 Bay Street  
Billings, MT 59101  
(406) 655-1234  
Jonjobseeker@xxx.net

**OBJECTIVE:** To utilize my Accounting Degree in a challenging position

**EDUCATION:** Bachelor of Science, Fall 2010  
Major: Accounting  
Montana State University Billings  
Cumulative GPA: 3.5

### RELEVANT COURSEWORK:

Audit Procedures, Tax, Cost Accounting,  
Accounting Systems and Controls

### WORK EXPERIENCE:

2008-09 Clerk, Business Office, MSU Billings

- Compiled payroll reports
- Developed and maintained computerized filing system
- Generated monthly statements

2007 Bookkeeper, Tax Associates, Bozeman, MT

- Maintained records
- Created balance sheets
- Used computerized system

2006 Tutor, Accounting Dept., MSU Billings

### ACTIVITIES:

Volunteer, American Cancer Society

### SKILLS:

Proficient in Microsoft Office, Visual Studio

### REFERENCES:

Ralph Randle, CPA MSU Billings Billings, MT 406-555-3445 rrandle@msub.edu	Richard Clay, Director Cancer Society Billings, MT 406-555-3212 clayr@acs.org	Tim Smith, CFO Tax Associates Butte, MT 406-555-6854 tims@tax.com
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## Kristine Kassel

54 WILLIAMS STREET  
BILLINGS, MT 59101

406-555-5555  
rkk@xxx.net

**OBJECTIVE:** To secure an elementary teaching position

### EDUCATION

Montana State University Billings	Fall 2010
Bachelor of Science, Elementary Ed	4.0 GPA

### PROFESSIONAL EXPERIENCE

Student Teacher, East Elementary School  
Billings, MT Spring 2010

- Implemented lessons for 24 Grade 3 students
- Demonstrated professionalism with students, colleagues, and administration
- Managed classroom organization and environment
- Participated in Parent-Teacher Conferences

Facilitator, Adventure Club  
Billings, MT 2007-2008

- Supervised staff and children grades K-5
- Implemented curriculum and activities

Preschool Teacher, Self-employed  
Kent, WA 2005-2006

- Planned lessons for ages 3-5
- Supervised activities

### RELATED SKILLS

- CPR Certification, 2006
- 12 credit hours in Spanish
- Microsoft Office: Word, PowerPoint, Excel

### VOLUNTEER EXPERIENCE

- Swim Instructor, ages 3-7, Billings YMCA 2005
- Tour Guide, Zoo Montana 2004-2005

### REFERENCES

Available on request