

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 resume simple, forget the fancy stuff, and be positive!

Project a professional image—be sure your email address is appropriate for a prospective employer.

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 Partners



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.

1/09



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Professional Résumé



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

Résumé Tips

- Your objective statement should be focused for 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.
- 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.

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 2009
Major: Accounting
Montana State University Billings
Cumulative GPA: 3.5

RELEVANT COURSEWORK:

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

WORK EXPERIENCE:

2006-08 Clerk, Business Office, MSU Billings

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

2005 Bookkeeper, Tax Associates, Bozeman, MT

- Maintained records
- Created balance sheets
- Used computerized system

2005 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 2009
Bachelor of Science, Elementary Ed	4.0 GPA

PROFESSIONAL EXPERIENCE

Student Teacher, East Elementary School
Billings, MT Spring 2009

- 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 2006-2008

- 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