

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.

Use action verbs to emphasize your accomplishments and your abilities.

According to the 2012 National Assoc. of Colleges & Employers survey, employers want to see evidence of your:

Ability to work in a team
Leadership skills
Written communication skills
Problem-solving skills
Strong work ethic

Make the reader want to interview you!



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.
- Use an email address that conveys an unprofessional image.

A Professional Résumé for City College Students



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

Résumé Advice from Employers

- Your objective statement should focus on a specific job, internship, or industry.
- List your most recent education first; *do not* include high school.
- List relevant 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. Add dates.
- 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 Jacket Student Central; we are happy to check it and have it ready for you to pick up the next business day.
- To create a résumé for federal jobs, see guidelines at www.usajobs.gov/infocenter/

Revised 2/14

Jonathan Bailey

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Billings, MT 59101
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Objective:

Seeking a position as a Process Plant Technician

Education:

Associate of Applied Science Process Plant Technology
City College at Montana State University Billings
Anticipated Graduation: December 2015
Cumulative GPA: 3.65

Relevant Courses:

Instrument & Control Systems	Process Diagrams
Process Plant Safety I & II	Quality Control
Equipment & Operations	HazMat Training
Industrial Power Systems	Plant Investigation

Experience:

Aspen Air Intern	Billings, MT June 2014
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- Operate valves, pumps, & generators to control & adjust production of compressed gases
- Perform routine maintenance & make minor repairs to equipment to minimize downtime
- Calibrate liquid flow devices & meters to maintain accuracy

Baker-Hughes Roustabout	Williston, ND Summers 2008-11
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- Installed motors on equipment
- Set well equipment at well locations, including cement pads and pumping units
- Exhibited tool proficiency, both air & electrical

Activities:

Student Advocates-Career Services	2013-present
Volunteer, American Cancer Society	2010-present

References:

Ralph Lee, Lead Operator Aspen Air Billings, MT 406-234-5678	Joe Welch, Owner Baker-Hughes Williston, ND 701-333-3333	Tom Wills, Instructor MSUB City College Billings, MT 406-247-5555
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Jane Studer

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Billings, MT 59102
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OBJECTIVE

To secure a position as a Licensed Practical Nurse

EDUCATION

Associate of Applied Science	Spring 2014
Practical Nursing	Major GPA 4.0
City College at Montana State University Billings	

Certified Nursing Assistant	Fall 2009
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 <i>St. Vincent Healthcare</i>	Spring 2014 <i>Billings, MT</i>
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- 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 <i>Yellowstone Valley In-Home Health</i>	2010-present <i>Billings, MT</i>
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- Assist patients with daily living needs
- Turn and position patients
- Care for catheters and other medical needs

Certified Nursing Assistant <i>Sheridan Manor</i>	2009-2010 <i>Sheridan, WY</i>
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- 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 2015
First Aid-Certified	Through May 2014

REFERENCES

Available upon request