



# Clovis Community College



**Clovis Community College**  
to DREAM to ACHIEVE to SUCCEED

## Questions?

Contact the Career Services Coordinator

417 Schepps Blvd • Clovis, NM 88101  
575-769-4085 • careers@clovis.edu

# Resume Kit

A comprehensive step-by-step guide  
to help you craft a successful resume!

This program is funded by the TAACCCT grant provided by Department of Labor.

This work is licensed under the Creative Commons Attribution 4.0 International License.  
To view a copy of this license, visit <http://creativecommons.org/licenses/by/4.0/>.





## CCC MISSION STATEMENT

The mission of Clovis Community College, an institution of dedicated educators, professionals, and students, is to serve and empower lifelong learners who are seeking educational opportunities within and beyond the limits of our communities by being learner-centered, embracing advances in technology, and making accredited, high-quality education affordable and accessible.

## PURPOSE OF A RESUME

The purpose of a resume is to showcase your knowledge, skills, and abilities and how they make up your professional profile. Your resume provides an employer with details they want to know about a potential employee (i.e., do they have the necessary skills? are they experienced? etc...) Further, a resume provides you the opportunity for an interview based on what information you have provided in your resume. A resume allows you to express your professional potential in the workforce.

### What you'll need to get started:

- Computer
- Flash Drive (to save work and update as needed)
- Resume paper/Computer paper
- History of Work Experience
- Quiet place to collect your thoughts and reflect
- An understanding of your unique professional skills/attributes

### Tips!

Be on the lookout for tips along the way to aid you along the resume building process!

## Basic Resume Template

Contact Info

Objective (optional)

Professional Experience (Work History)

Training/Certifications/Skills

Education



- Have your name in size 14-16, other text should be size 10-12
- Keep font easy to read (Arial, Times New Roman)
- Bold with caution! Bold essential information (Headers, Job Titles, Name) — too much bolding can be distracting
- Use spacing strategically!
- Avoid jargon/acronyms
- Use action verbs and numbers
- Stick to statements, not narratives (avoid 'I' & 'my')
- Be specific!
- Don't exaggerate skills/abilities
- Check for spelling/formatting errors

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### Completed your Resume Kit? Now What?

- Try and create a resume yourself! Go online and research various resume formats.
  - o Once you create a resume, have friends look over it and see if there are errors/gaps.
  - o Triple check for spelling errors and formatting inconsistencies!
- Set up an appointment with the Career Services Coordinator (575)-769-4085 to review your resume and/or have it professionally formatted.
- Begin applying for jobs!

### Inspiration

“Our greatest weakness lies in giving up. The most certain way to succeed is always to try just one more time.” *(Thomas A. Edison)*

“It’s not what you achieve, it’s what you overcome. That’s what defines your career.” *(Carlton Fisk)*

“I cannot do everything, but I can do something. I must not fail to do the something that I can do.” *(Helen Keller)*



## REFERENCES

- Have 2-3 professional references ready
  - Professional: Bosses, supervisors, mentors, teachers, etc...
- Do not include friends! References are provided so that employers can confirm your work skills (example: if you were on time to work). Friends are likely to say positive remarks, regardless of if they are true or false.
- Include references on a separate page from resume.
- Omit “references available upon request” on your resume. An employer will ask for them regardless if you’ve made this statement or not.

**Name:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

### Contact Information

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

### Objective (optional)

In today’s resumes, objective statements are very subjective. The purpose of an objective is to provide a brief statement (1-3 sentences), that explains why you would be the perfect fit for the job. Objective statements are a personal preference—include one if you feel it adds something to your resume, or leave it out if you feel it adds nothing.

### Obstacles of objective statements:

- Risk of generic statement—adds nothing to one’s resume and risks being seen as a space filler.
- Objective statements are not about you! They are to show the employer how you can be an asset to the company.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Work History/Volunteer Work

(Only require past 10 years' experience, unless relevant to current occupation)

Company Name: \_\_\_\_\_

Location (City, State): \_\_\_\_\_

Your Position: \_\_\_\_\_

Dates of Employment (MM/YYYY): \_\_\_\_\_

Responsibilities/Duties Accomplished (3-5 bullet points):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company Name: \_\_\_\_\_

Location (City, State): \_\_\_\_\_

Your Position: \_\_\_\_\_

Dates of Employment (MM/YYYY): \_\_\_\_\_

Responsibilities/Duties Accomplished (3-5 bullet points):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of School: \_\_\_\_\_

Location (City, State): \_\_\_\_\_

Degree Earned (Circle One): \_\_\_\_\_ GPA: \_\_\_\_\_

GED High School Diploma

Certificate Associates Bachelors Masters PhD

Concentration/Major: \_\_\_\_\_

GPA: \_\_\_\_\_

Date of Graduation (MM/YYYY): \_\_\_\_\_

Training/Certification/Licenses

License/Certification: \_\_\_\_\_

Issued by: \_\_\_\_\_

Issue Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

License/Certification: \_\_\_\_\_

Issued by: \_\_\_\_\_

Issue Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

License/Certification: \_\_\_\_\_

Issued by: \_\_\_\_\_

Issue Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_



## EDUCATION

- Haven't graduated? Put anticipated date of graduation.
- Completed courses, but no degree? Note that courses were completed at a particular school. If you know the number of hours completed or if it was towards a particular field (ex: general requirements), then note that as well.

**Name of School:** \_\_\_\_\_

**Location (City, State):** \_\_\_\_\_

**Degree Earned (Circle One):** \_\_\_\_\_ **GPA:** \_\_\_\_\_

GED High School Diploma

Certificate Associates Bachelors Masters PhD

**Concentration/Major:** \_\_\_\_\_

**GPA:** \_\_\_\_\_

**Date of Graduation (MM/YYYY):** \_\_\_\_\_

**Name of School:** \_\_\_\_\_

**Location (City, State):** \_\_\_\_\_

**Degree Earned (Circle One):** \_\_\_\_\_ **GPA:** \_\_\_\_\_

GED High School Diploma

Certificate Associates Bachelors Masters PhD

**Concentration/Major:** \_\_\_\_\_

**GPA:** \_\_\_\_\_

**Date of Graduation (MM/YYYY):** \_\_\_\_\_

Company Name: \_\_\_\_\_

Location (City, State): \_\_\_\_\_

Your Position: \_\_\_\_\_

Dates of Employment (MM/YYYY): \_\_\_\_\_

Responsibilities/Duties Accomplished (3-5 bullet points):

---



---



---



---



---

Company Name: \_\_\_\_\_

Location (City, State): \_\_\_\_\_

Your Position: \_\_\_\_\_

Dates of Employment (MM/YYYY): \_\_\_\_\_

Responsibilities/Duties Accomplished (3-5 bullet points):

---



---



---



---



---



## ACTION VERB GRAB SHEET

- Use when describing duties/accomplishments in your work history. An action verb states the action in which you completed a task.
  - Example: Inspired office to participate in fundraiser; raised over \$1000 for cancer awareness
- Use the internet and search “Action Verbs” for more examples.
- Make sure verb tense is correct (present/past depending on job status).

### Leadership

- Established
- Executed
- Generated
- Increased
- Lead
- Managed
- Organized
- Oversaw
- Planned
- Produced
- Replaced
- Restored
- Scheduled
- Selected
- Streamlined
- Supervised
- Strengthened

### Organizational

- Arranged
- Charted
- Collected
- Distributed
- Filed
- Incorporated
- Logged
- Maintained
- Monitored
- Obtained
- Operated
- Organized
- Prepared
- Reviewed
- Updated
- Verified

### Teaching

- Educated
- Tutored
- Stimulated
- Informed
- Instructed
- Facilitated
- Explored
- Advised
- Counseled
- Motivated
- Trained
- Mentored
- Coached
- Communicated
- Developed
- Guided
- Taught
- Motivated

### Craft/Technical

- Designed
- Created
- Built
- Sculpt
- Rendered
- Constructed
- Conceived
- Adapted
- Assembled
- Engineered
- Installed
- Maintained
- Operated
- Programmed
- Regulated
- Repaired
- Solved

### Customer Service

- Served
- Assisted
- Troubleshoot
- Addressed
- Arranged
- Clarified
- Collaborated
- Communicated
- Consulted
- Expressed
- Welcomed
- Enhanced
- Maintained

### Service

- Answered
- Assessed
- Demonstrated
- Presented
- Participated
- Ensured
- Encouraged
- Expedited
- Facilitated
- Guided
- Helped
- Translated
- Summarized