



# Resume Guide

The Master's University | Career Services

## GOALS

**Accurate** | Be as precise as possible. Do not exaggerate or understate your qualifications.

**Relevant** | Tailor every resume to the specific position, company, and industry.

**Concise** | A resume is a snapshot, not a narrative. Present only your most relevant skills clearly and simply.

## FORMAT

- One page
- Balanced layout
- Limited color (unless you are applying for a creative position)

Name should be bolded, centered, and at least four sizes larger than the rest of your information

Phone number and email are expected. Address is optional, but typically unnecessary

Until your graduate, list your graduation year as "expected" or "anticipated"

Consider including GPA if it is above 3.5

Date right justified

Start each point with an action verb (see pg. 2)

3-5 bullet points per heading

Quantify experience and achievements to demonstrate value

List points in order of relevance

Headings: General Format  
Organization – Location [City, State]  
Position/Job Title  
• Point 1  
• Point 2  
• Point 3

This category can change based on your experience, and the position you are applying for (see pg.2)

Some headings may have less information, but try to maintain consistent formatting between sections as much as possible

**John Smith**  
(661) 362-2351 | jsmith@email.com

**EDUCATION**

The Master's University | Santa Clarita, CA  
Major: Business Administration - Finance  
Minor: Biblical Studies  
GPA: 3.85  
Awards: President's List 2019-2022  
Expected May 2024

**EXPERIENCE**

Gavin's Audit Services | Santa Clarita, CA  
September 2022 - Present  
Audit Intern  
• Created and managed quarterly financial reports using Microsoft Excel to increase organizational workflow  
• Collaborated with financial analysis team to investigate expense reports and reduce monthly expenditures  
• Audited payroll for more than 150 employees to maintain financial integrity  
• Spoke with clients over the phone to answer questions, address concerns, and resolve complaints

Target | Valencia, CA  
January 2020 - August 2022  
Team Member  
• Recorded and reported daily sales from cash registers averaging \$12,000 ensuring accuracy and integrity  
• Resolved complaints and concerns by phone and in person to maintain excellent customer service  
• Collaborated with upper management in weekly meeting to improve customer experience  
• Awarded 2021 employee of the year award for exemplary work ethic

Eureka Athletics Camp | Valencia, CA  
Summer 2019  
Summer Baseball Coach  
• Provided personalized instruction to 15 athletes with varying levels of experience  
• Facilitated marketing program increasing attendance 20% from previous years  
• Communicated with parents, athletes, and head coached to establish goal and create training programs

**ACTIVITIES & VOLUNTEER WORK**

The Master's University Baseball Team  
2020 - Present  
• Starting pitcher for two of three years  
• GSAC athlete of the month 2020, 2022

Missions Trip: Honduras  
Summer 2021  
• Starting pitcher for two of three years  
• GSAC athlete of the month 2020, 2022

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## CATEGORIES

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**Education** | In certain cases, it may be relevant to include your high school, but typically it is best to list only your college or university.

**Experience** | Aim for three relevant headings with 3-5 supporting bullet points.

Your third category can change depending on your experience and the position you are applying for. Here are a few suggestions:

- Additional
- Honors & Awards
- Research & Publications
- Activities & Volunteer Work
- Relevant Coursework & Projects
- Skills & Certifications
- Leadership



### Did you know?

A growing number of larger companies and organizations are now hiring applicants by using applicant tracking systems, platforms that work through algorithms and artificial intelligence protocols. They can scan documents like resumes and look specifically for key words to rank job candidates.

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## BULLET POINTS

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Strong bullet points should include the following elements:

**1) Skill** | Start each sentence with an action verb to identify a specific and relevant skill

*For the sake of relevance, remember to focus on skills that the employer will value. To get an idea of what these skills might be, refer to the job description and the company website.*

**2) Task** | Identify a specific task you performed and how you accomplished it

**3) Outcome** | Explain the results that your work accomplished

**Tip** | When editing bullet points, look for unnecessary words that can be removed. One of your goals is to be as concise as possible.

### Sample Bullet Point

- Diagram illustrating the structure of a sample bullet point:
- **Communicated** (Skill) with over **200 vendors by phone** (Task) to **collect data and increase relevance of marketing efforts** (Outcome)

# Sample Resume

## John Smith

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### EXPERIENCE

**Gavin's Audit Services** | Santa Clarita, CA **September 2022 - Present**

#### *Audit Intern*

- Created and managed quarterly financial reports using Microsoft Excel to increase organizational workflow
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**Target** | Valencia, CA **January 2020 - August 2022**

#### *Team Member*

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- Awarded 2021 employee of the year award for exemplary work ethic

**Eureka Athletics Camp** | Valencia, CA **Summer 2019**

#### *Summer Baseball Coach*

- Provided personalized instruction to 15 athletes with varying levels of experience
- Facilitated marketing program increasing attendance 20% from previous years
- Communicated with parents, athletes, and head coached to establish goal and create training programs

### ACTIVITIES & VOLUNTEER WORK

**The Master's University Baseball Team** **2020 - Present**

- Starting pitcher for two of three years
- GSAC athlete of the month 2020, 2022

**Missions Trip: Honduras** **Summer 2021**

- Coordinated week-long youth retreat alongside local mission's team to deliver gospel truth to children ages five to fifteen
- Supported local churches thorough events, maintenance, and hospitality

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