
What is a resume? Simply put, a resume is a one page document that sums up a job seeker's qualifications for the jobs they're interested in. More than just a formal job application, a resume is a marketing tool that job seekers use to communicate their value to employers.

First Lastname

1900 28th Ave S, Apt. 301, Moorhead, MN 56560
Phone: (218) 299-6500 | first.lastname@go.minnesota.edu

EDUCATION

Associate of Science Æ Criminal Justice Anticipated May 2024
Minnesota State Community and Technical College (M State), Moorhead, MN
GPA 3.25 (Add *President's List* or *Dean's List* if you have earned that honor)

COURSE HIGHLIGHTS

Public Safety Æ M State Fall 2023
Collaborated with a small group to create a crisis plan for the Moorhead Center Mall to respond to a tornado
Met with Mall officials to tour the facilities and created a map with possible shelters
Identified a line of communication with store managers to create exit plans for each retail space
Created a plan to notify customers and store employees and usher them to safe places
Developed a communication plan to connect to police and emergency services in the event of damage
Presented plan to instructor, law enforcing representatives and class

Additional Coursework:

Interpersonal Communication	Criminal Law
Introduction to Criminal Justice	Criminal Procedures
Policing and Practices	Police Report Writing
Juvenile Justice and Delinquency	Criminal Investigations
Law Enforcement Behavioral Science	Professional & Technical Writing

RELATED EXPERIENCE

Layout Tips

Avoid using a template if they are difficult to format. Choose a layout that is easy to read that highlights your most important qualifications, skills and experiences. Set margins at .5". Use 11 or 12 point easy to read font. Depending upon your experience and qualifications, your resume may be 1 or 2 pages long. If you have 2 pages, the second page must contain relevant information and should be at least two-thirds full. You may put references on the bottom of a second page. Prioritize the information on your resume. Put the most relevant information first.

Can you create a branding statement.

5j c]X'dYfgcbU'dfcbcibg'gi W'Ugj ¼ Ía YÍ'UbX'Ía mÍ

Begin with action verbs and use present tense for current experiences and past tense for experiences that have ended.

Resumes must be factual, no fluff or embellishment!

Avoid abbreviations and acronyms (exceptions: CPR, states, common terms to your profession)

Create a separate reference page or add to bottom of resume to fill space - Omit heading

You may need 2-3 different versions of your resume. Create one that can be pasted into online.

Save your resume as a PDF document to use with online application systems.

Key Resume Words

Accounting Skills

Administered

Allocated

Analyzed

Appraised

Audited

Calculated

Developed

Managed

Marketed

Planned

Researched

Artistic Skills

Created

Designed

Directed

Established

Illustrated

Integrated

Invented