

RESUME TIPS

1. A RESUME is your one-of-a-kind, professional summary you will build upon your whole life. Employers read it to evaluate your **EXPERIENCES, SKILLS** and **ACHIEVEMENTS**. The primary goal of your document is to communicate why you are qualified for the position you are seeking.

2. BRAINSTORM your vast experiences. Focus on those most relevant to the position: work, internships, practicum, academic, research, project-based, extra-curricular and leadership-based. **RECENT, RELEVANT, SIGNIFICANT**: Think about your responsibilities; think about skills gained and utilized. Leave no stone unturned.

3. FORMAT makes all the difference. Craft a one-page document unless you are a PhD student or exceed five years of professional work experience. Assume a **CLEAN, CONSISTENT** look. Don't use templates; 10 – 12 point font; 0.5" – 1" margins all around. This is *not* the avenue to show creativity.

4. CONTENT is key. Use action verbs to grab the reader's attention. Avoid passive language, such as "duties include". **QUANTIFY** and **QUALIFY** your experiences to convey the complexity of tasks. Author accomplishment statements that demonstrate the **RESULTS** of your labor. This is a marketing tool.

5. CATEGORIES organize your content. Three to five is the norm: **EDUCATION** (at top), **WORK EXPERIENCE, LEADERSHIP, SKILLS**. You will list your experiences in each category in reverse chronological order. Within each job, you will author 3 – 5 relevant bullets in descending order of importance. Consider beginning with a **SCOPING** sentence: your 10,000 foot view of your role.

**TURN THE PAGE FOR AN
UNDERGRADUATE RESUME SAMPLE**

For more information seek our complete Tammy Trojan guide on our website or Pricenet



Tammy Trojan

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EDUCATION

University of Southern California, Sol Price School of Public Policy Los Angeles, CA
Bachelor of Science in Public Policy May 2020

- *Honors:* Recipient of Dean's Merit Scholarship | GPA 3.9/4.0
- *Leadership:* Financial Chair, Student Government
- *Membership:* Price Women and Allies
- *Related Coursework:* Policy and Program Administration, Economy for Policy, Planning and Development

RELEVANT EXPERIENCE

University of Southern California, Office of Residential Life Los Angeles, CA
Residential Advisor, Marks Tower August 2016 – Present

- Counseled thirty undergraduates on personal, career, and academic concerns
- Planned two academic workshops a week and two events per semester on behalf of Marks Tower residents

University of Southern California, Sol Price School of Public Policy Los Angeles, CA
Student Worker, Admissions August 2016 – Present

- Designed and implemented a cohesive database in Excel to track incoming international students
- Conducted literature review to understand current matriculate rates of international students from mainland China to US colleges
- Handled all administrative activities including mail merges, office email, and coordinating meetings for full time staff members

Children's Advocacy Center Covina, CA
Intern, Forensic Interviewer June 2017 - August 2017

- Facilitated collaboration between law enforcement, social services, and medical practitioners, creating a new standard for multidisciplinary response protocol and decreasing internal case processing time by 20%.
- Identified increasing need for patient emotional support, initiating the development of an in-house therapeutic animal support system and additional mental health follow-up services for post-investigation familial support, impacting over 150 families in 2015.

EXTRACURRICULAR & LEADERSHIP ACTIVITIES

National Honors Society Los Angeles, CA
President September 2015 – Present

- Supervised and managed 40 member student chapter; on-boarded twenty new members
- Executed fundraising 2015 – 2016 fundraising campaign, independently bringing in \$15,000

American Cancer Society Los Angeles, CA
Coaches vs. Cancer, Youth Initiatives September 2014 – September 2015

- Built relationships with staff and volunteers in 47 countries to support 100 high school coaches vs. cancer events including 39 new events
- Collaborated with the Director of Development to design marketing and outreach campaigns

ADDITIONAL INFORMATION

- Computer: Advanced Microsoft Excel / PowerPoint, Basic SQL, Adobe InDesign
- Volunteer Work: Junior Achievement Board, Special Olympics, A Better LA
- Languages: Mandarin Chinese (proficient); Japanese (conversational)
- Interests: Horticulture, Surfing, Suspense Novels, Alpine Skiing