

# Improving Your Resume

These resume examples demonstrate a wide range of experience, skills, and formats. Labels indicating the different formats are intended to provide a context, not to imply that a particular format is uniquely suited to the information presented in that resume. Look through the section and take from the resumes what works best for you. Most of these samples are “finished products” that reflect multiple revisions and career development over time.



*Min goes by "Lillian"...this can be made clear in the resume*

**Min Kyung Chang**

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*Use consistent formatting for section headings*

**Objective:** *If included, an objective should focus on a particular job. The information presented here comes out elsewhere in the resume. I am a graduating senior looking for a challenging entry-level position where I can gain experience in banking, finance, or retail.*

**Schools:** *Add relevant coursework to support interest in finance*  
 Sociology major at Cornell University from September 2008 to May 2012 earning a grade point average of 3.0092 *Round to two decimal points*  
 Work 8-10 hours/week to help with education expenses *Content should be less wordy*  
 Graduated of Bronx High School of Science—June, 2007 (Regents Degree)

**WORK:** *Proofread!*  
 Bookkeeper at **CRESP**, Cornell, Sept. 2007 to present *Use active verbs*  
 -Helping to run office  
 -Worked on accounts and doing bookkeeping. *present tense*  
 Business administrator at **IBM** in New York City from June to August, 2009 & 2010 *What else do you do?*  
 -Did monthly forecasting  
 -Worked on inventory for audit  
 -Prepared PowerPoint presentations  
 -Ordered equipment for meetings  
 -Placed machines on maintenance *Use consistent style for dates*  
 Associate at **Express** in New York City from June to August, 2009 & 2010 *How much money goes through your hands?*  
 -Was promoted to wrap desk coordinator in 2009  
 -Managed 4 cashiers and opened and closed their cash registers  
 -Handled returns and voids  
 -Responsibility for counting the bank *Begin with action verbs*  
 -Excelled in sales  
 -Customer service-oriented  
 -Commended for promotion ideas *Use crisper format for position, employer, location and date*

Research assistant at **Queens College** in New York City, July 2005 to Aug. 2007 *Watch for typos*  
 -Made survey  
 -Used SAS to prepare relevant data *Abbreviate only if space constraint*  
 -Assisted professor in writing article for publication  
 -Read articles on socialization of adolescents

**SKILLS:** ✓Excel ✓FASS ✓Harvard Business Graphics ✓dBaseIII Plus ✓WordStar ✓Display Write ✓Speak Mandarin Chinese

**Personal Qualities:** ✓Exceptional sales and promotional ability  
 ✓Hard worker ✓Like to ice skate ✓Run ✓Play frisbee *Check marks clutter the page*

**School Activities:** -Help other students learn English *Positions held?*  
 -Student advisor  
 -Minority student business group  
 -C.S.A. ??

**Citizenship:** U.S. *Questions? See an advisor*

**References:** Available upon request *Obvious, so not necessary*

*The bullet points are too vague. Need to—*

- 1. Quantify—add numbers to catch attention*
- 2. Emphasize:*
  - level of responsibility*
  - level of interaction*
  - level of accomplishments/results*
  - comfort with numbers*
  - ability to work independently, with team, and with supervisors*