

# DREAM BIG

AT COLLEGE OF SAN MATEO

## RESUME DESIGN



**BLUEPRINT**  
FOR SUCCESS



CAREER READINESS

# BEFORE BUILDING A RESUME

A resume is a concise document that highlights your education, skills, work experience, and accomplishments to showcase your qualifications for a job. It serves as a marketing tool to help employers quickly understand why you're a strong candidate for a specific position.

Before building your resume, first identify the specific job role you're applying for and review the job description carefully. Make a list of your skills that match the requirements of the position. Write down any previous work experience, including job titles, companies, dates, and responsibilities. Also, consider whether you're applying to a small or large company or for an on-campus job, as this can influence how you tailor your resume.

## CONSIDER THE FOLLOWING

- » **Fonts:** Clear readable font such as Verdana, Times New Roman, Arial or Helvetica.
- » **Font size:** Your body text should be 10 - 12 pt. Your name can be the largest at 14 pt.
- » **Margins:** Keep 1 inch or smallest 0.7 inch
- » **Layout:** Clear headings, consistent formatting, and balanced white spaces.
- » **Align your content to the left.** Only center your name and contact info. Align experience dates to the right.
- » **Dates** should appear 01/2025 or January 2025, and right-aligned to the page.
- » Write out **full abbreviations** with short version in parenthesis.  
Example: Certified Public Accountant (CPA). With an exception for GPA 3.5
- » **Name your resume file properly:** Mateo\_Sanchez\_Resume
- » **Choose a professional email** not mateolovesCSM@gmail.com. Unprofessional emails account for 76% of rejected resumes.
- » Use a **proofreading tool** like Grammarly or spellcheck. Also, have a friend review for typos or grammatical errors.
- » **Avoid decorative elements:** borders, icons, logos or hard to read fonts. If you are in the design and fashion industry, there are some exceptions.
- » **No need to place the phrase "References Available Upon Request."**
- » Make sure you **tailor your resume** towards every job you apply for. Use key words and skills from the job description to include in your resume summary, experience, and skills sections.



Companies that hire at a high rate and job platforms that accept multiple applications most likely use some kind of ATS software. ATS stands for **Applicant Tracking System**. Follow the bullet points above to make sure your resume is ATS-friendly.

## THE RESUME EXPLAINED: SECTION BY SECTION

### 1. CONTACT INFORMATION

Include name, address, email, phone number. You can also include your LinkedIn Profile URL, personal websites, blog or portfolio, if they have work relevant to the job position. You do not have to list your exact address. City and State is fine. Ex. San Mateo, CA

### 2. SUMMARY

In a few sentences or bullet points, state some of your accomplishments and skills that make you an ideal candidate. Ask yourself the following:

- » What have I achieved in school or in my career?
- » What skills have I developed?
- » What makes me stand out from other applicants?

To make your summary more compelling, follow these tips:

#### GRAB THE READER'S ATTENTION

Start strong with a brief, engaging summary that reflects your passion, top strengths, and career goals. Make employers want to learn more about you at first glance.

## IDENTIFY YOUR KEY SKILLS AND RELEVANT EXPERIENCES

Include a few standout skills and relevant experiences tied directly to the job you're applying for. Showcase what makes you a strong candidate right away.

### KEEP IT CLEAR AND CONCISE

Stick to 2-3 sentences. Avoid buzzwords or vague language. A sharp, focused summary tells your story quickly and makes the rest of your resume easier to follow.

## 3. SKILLS

When building the skills section of your resume, focus on listing abilities that are directly relevant to the job you're applying for. Start by reviewing the job description and identifying keywords or required skills mentioned by the employer. Include a mix of hard skills (such as software proficiency, technical tools, or languages) and soft skills (like communication, teamwork, or time management) that demonstrate your ability to perform the role. Keep the list concise and organized, using bullet points or commas for easy readability. Here are some examples:

### SOFT SKILLS

Interpersonal skills, Detail-oriented, Time management, Critical thinking, Active listening, Problem-solving.

### HARD SKILLS

Microsoft Office Suite, Data analysis, UX design, Accounting, Social media management, Sales management

## 4. EDUCATION

Include the name of your school, degree or certificate, and graduation date or expected date of completion. If you are still working toward your degree, you can list it with a note such as (In progress) next to the expected graduation date.

You may also include your GPA or any honors if they are impressive. Typically, only include your GPA if it is 3.0 or higher.

### EXAMPLE:

*College of San Mateo | San Mateo, CA (In Progress)*  
*Associate Degree Accounting | Expected May 2025 | GPA 3.5 / Dean's list*

## 5. EXPERIENCE

Include name of company, location and job title. List 3-4 jobs and their responsibilities. Use action words. Try to add your accomplishments in this position and not just responsibilities. It is helpful to add numbers and quantifiable data. Consider adding your Volunteer work in your "Experience" section, as well.



Combine your selection of action verbs with quantifiable results to show both what you did and the effect it had. For example: "Organized Associated Student Body weekly information table, connecting students to college social media, increasing student awareness of campus resources by 40 percent."

## 6. PROJECTS, COURSEWORK AND ADDITIONAL

Use this section to highlight relevant projects, coursework, and additional achievements that support your goals. Include brief, concise descriptions of work-related or academic projects—mention the name of the company or project, your role, and a short summary of your contributions. Listing relevant coursework can showcase your subject knowledge; focus on specialized or advanced classes that align with your field (e.g., Ethical Journalism, Global Journalism). You may also include certifications, awards, or volunteer work in bullet points to further demonstrate your skills and involvement.



When possible, customize your resume to allow you to showcase the qualifications, accomplishments, and particular aspects of your work history that match closely with the requirements listed in the job description. When adjusting your existing resume to match a new job position, remember to proofread the final document. The more you update and adjust the resume, the higher your risk of introducing an error or typo.

## DO NOT INCLUDE

- » Don't make your margins and font size too small; fonts smaller than 10 point are too difficult to read.
- » Don't include personal pronouns (e.g. I, me, we).
- » Don't include a picture, social security number, birthdate, marital status, height or weight.
- » Don't include the last line: "Reference available upon request".
- » Avoid using the listing of tasks with "Responsibilities included..."
- » Avoid including your social media on your resume, unless they're relevant to the job you're applying for.

## SAMPLE RESUME

### Mateo Sanchez

1700 W Hillsdale, San Mateo CA

mateosanchez@gmail.com | 650-123-1234 | LinkedIn.com/in/Mateo-Sanchez/

#### SUMMARY

- 1+ years of providing exceptional customer service within retail and business setting.
- Recognized by contract employer as individual with initiative and great follow through.
- Strong leadership skills and team building skills demonstrated through coaching.
- Good academic standing with a high capacity for understanding and applying new concepts.

#### SKILLS

Technical Skills: Microsoft Office (Word, Excel, PowerPoint), Google Suite (Doc, Sheet, Slides)

#### EDUCATION

Associate Degree for transfer Business Administration (In Progress) College of San Mateo

#### EXPERIENCE

##### Student Assistant

May 2025-Present

College of San Mateo, Bookstore (San Mateo, CA)

- Proven the ability to keep composed under pressure by maintaining a positive attitude in fast paced work environment.
- Perform various ongoing tasks including receiving, processing and stocking products, setting up floor displays, and maintaining inventory.
- Process sales transactions accurately and according to established procedures.

##### Cashier

July 2024-Present

Trader Joes (San Mateo, CA)

- Manage cash register while providing great customer service.
- Collaborate with customer service team members to give exceptional service.
- Replenish store inventory and setup product on shelves.

##### Baseball Assistant (On Call)

May 2024-Aug 2024

- Supported Head Coach with various duties including setting up for school activities and washing equipment.

#### ACTIVITIES & AWARDS

- College of San Mateo baseball, 2023
- Promise Scholars Program