



Resume Writing Resource

The Reverse Chronological Resume

Hiring managers prefer the reverse chronological resume. This type of resume starts with your most recent job experience and works back in your employment history to include 5 to 7 years of work experience.

Hiring managers are looking at your resume to determine if you are qualified for the hired position. Be sure your resume is concise and easy to read. Remember, hiring managers only spend about 6 seconds reviewing your resume.

- A one-page resume is recommended in reverse chronological order, or the most recent experience listed first.
- Bullet points are preferred over blocks of text for easy reading.
- Font size in the body of your resume should be 12 point and easy to read, your name can be in a larger font.
- A resume is your marketing tool—it promotes and supports your brand.
- Customize your resume for each position you apply for. Carefully read the job description and pull out key skills and experience that you have to include in your resume.

What Should I Include in my Resume?

Heading

Your name should be larger than the body of the resume. Follow your name with current contact information including address, phone, and a professional e-mail address. Add a link to your LinkedIn profile if applicable.

Example of a Heading

Sunny Sunshine

4601 College Blvd. Farmington, NM 87402

505-566-3311

ssunshine00@my.sanjuancollege.edu

<https://www.linkedin.com/in/sunnyshine>

Profile

Be brief and concise. In a few short statements tell why you would be a good candidate for the position. This is the section where you would want to include soft skills including good communication skills, ability to work well as part of a team, etc. Do not use “I” or “me”, rather use 3-4 short statements that do not have to be complete sentences.

Example of a Profile Statement

Motivated and determined Automotive Technology students with hands on diagnostic and repair experience. Ability to troubleshoot complex automotive issues and provide effective solutions. Dedicated to providing exceptional customer service to customers by communicating clearly and effectively.

Education

Exclude high school information if you have completed a college degree or certificate or are a current college student. List degree and major and be sure to spell everything out, do not use abbreviations such as AAS or AA or PTAP or DMAD. Include your anticipated graduation date month/year. If appropriate you can list off related coursework that you have completed. Focus on including courses that relate to the job you are applying for. You can also include your GPA, we suggest only adding this if you have above a 3.0 GPA. You could also include certifications in this section, but only include certificates that relate to the position you are applying for.

Example of Education

San Juan College | Farmington, NM May 2022

Associate of Applied Science, Automotive Technology

GPA: 3.8

President's List Fall 2019

Certifications

Automotive-Light Line Repair Technician, San Juan College May 2019

Related Coursework: Steering and Suspension, Brakes, Heating and Air Conditioning, Business and Professional Communication

Experience

Separate experience into "Related Experience" and "Other Experience" if applicable. Include non-paid roles like internships, activities, volunteer work, and projects if you lack actual work experience in the field. Remember, you do not need to include every job you have had in your life. Focus on what job experiences show you are qualified for the position you are applying for. It is generally okay to include 5 to 7 years of experience, but this would just depend on the job you are applying for.

Use powerful action verbs like utilized, administered or designed to start off each of your job bullet points. Focus on your core job responsibilities and accomplishments instead of listing off a long list of menial job tasks.

Job Bullet Points

- Carefully read the job description for the position that you are applying for. Include bullet points that demonstrate the experience the employer is seeking.
- Quantify the value of your work in money, numbers or percentages.
- Answer what you have achieved, made, saved, started or overcome.
- Do not use personal pronouns like: I, my, me, we, our....
- Focus on you and your experience at the company and not the company itself.

Good Example of an Experience Entry

Auto Zone | Farmington, NM June 2017-Current

Retail Sales Associate

- Provide exceptional customer service by answering inquiries about products and suggesting services and products.
- Operate point of sale system to process customer debit, credit and cash transactions.
- Maintain a safe working environment by utilizing personal protective equipment.
- Diagnose automobile problems and recommend effective solutions.
- Communication with managers and team members regarding customer concerns.

Bad Example of an Experience Entry

Auto Zone, Associate

2017-?

I helped customers and handled money. I had to balance the cash drawer every night. I also worked with others and followed all store policies. I made sure the store was clean. I also communicated with people.

Leadership

Provide the name of professional, community or campus organizations and the position that you held within that organization. Exclude high school activities and awards unless you are a brand-new college student. If you have not been a member of a club or group or volunteered in the community, this section can be removed. However, we highly suggest getting involved in the campus community or our community as a whole to be a well-rounded candidate.

Example of a Leadership Entry

The National Honor Society of Leadership and Success, Member May 2018-Current

EDGE Club, Member January 2018-Current

Affiliations

In this section, include applicable professional organizations or clubs that you are a member of. Again, if this is not applicable to you, this section can also be removed.

Example of an Affiliation Entry

Automotive Service Association August 2019-Current

Professional Member

Skills

Focus on technical skills not soft skills (remember, those belong in your profile statement). List any computer software you are familiar with and specific equipment you know how to operate that relates to the position you are applying for.

Example of Skills section

- Vehicle diagnostics
- Technical and mechanical aptitude
- Ability to troubleshoot repair issues effectively
- Able to conduct tests and inspections
- Valid driver's license

The Look of Your Resume is Important

- Avoid templates (online or in Microsoft Word). Templates can be frustrating to edit and often times are poorly formatted. You can download our recommended formatted resume on the resources section on the Career Center webpage.
- Correct misspelling and grammar errors. Always have someone look over your resume before submitting it. We recommend e-mailing us your resume at careercenter@sanjuancollege.edu
- Utilize appropriate verb tense. Remember to use past tense for previous jobs and present tense for current positions.
- Assure the length of your resume is appropriate to your experience. Only include previous experience that will best show why you are qualified for the position.
- Do not include references on your resume or the phrase "References available upon request". Have a separate document with your references list.