The Resume Components



*Heading*

Make sure that your name stands out from the rest of the text. You can make the font bigger or bold. No nicknames or slang names. Make sure this is what you would want to be addressed as. Make sure your voicemail and email address are professional.

**Josh Smith**

121 Fairy Tale Ln Knoxville, TN 38602

865-309-5555

[JoshSmith@gmail.com](mailto:JoshSmith@gmail.com)

*Education*

In this section you will need to list your college level education. You will only list high school education if it is your first semester in college.

**Northeast State Community College**  Expected Spring 2024

Associates of Applied Science, emphasis in Business with an Accounting concentration

GPA: 3.5

**Related Coursework:** Tax Practice, Accounting applications, Software Applications for Business, Legal Environment of Business

*Work Experience*

Describe the work and internship experiences that will be of interest to an employer. Start with the most recent and work backward in time. Include title, location, dates, employer name/department and action-oriented accomplishment statements.

Campus Administrative Office, Kingsport TN August 2022 - Present

*Student Manager*

* Created a welcome environment by greeting visitors professionally and providing friendly, knowledgeable assistance.
* Trained and directed four new student hires.
* Conducted confidential labor evaluations for team members.
* Built and maintained excellent relationships with faculty through timely response to inquiries and going above and beyond to accommodate unusual requests

*Community Activities*

Describe the job shadowing, volunteer experiences, etc. that will be of interest to an employer. Start with the most recent and work backward in time. Include title, location, dates, employer name/department and action-oriented accomplishment statements.

The YMCA of Kingsport, Kingsport, TN November 2023 - Present

*Volunteer*

* Assembled lunches as a team for students in the afterschool program.
* Assist the YMCA staff with organizing items for their silent action.
* Support the staff by completing cleaning maintenance on workout equipment.

*Extracurriculars*

Describe your involvement with any school organizations, clubs, sports, etc. Start with the most recent and work backward in time. Include dates and position of leadership, if applicable.

**Phi Theta Kappa Honor Society**, Northeast State Community College December 2023-Present

* Maintained a 3.5 Cumulative GPA with a full time courseload.

*Awards*

If applicable, describe any awards and accomplishments that will be of interest to an employer. Start with the most recent and work backward in time.

Southern States Communication Association Undergraduate March 2024

Honors Conference (SSCA UHC) Top 4 Paper and Clevenger Scholar

President’s List, Northeast State Community College Fall 2023

Helpful Resume Information



*Skills and Action Verbs*

When writing your resume you will need to include skills and action verbs that are tailored to the specific job or scholarship you are applying for. It is helpful to include the keywords found in the job description.

**Skills**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Communication | Goal Setting | Problem Solving | Public Speaking | Leadership | Time Management |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Presentation | Teamwork | Research | Listening | Decision Making | Critical Thinking |
| Networking | Customer Service | Artistic | Coaching | Creativity | Writing |

**Action Verbs**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Create | Coordinate | Examine | Adapt | Maintain | Present |
| Compile | Document | Instruct | Arrange | Organize | Conduct |
| Lead | Record | Complete | Plan | Assist | Operate |
| Improve | Supervise | Recruit | Contribute | Initiate | Develop |

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Description** **Keywords** | **Action Verbs/Skills** | **Experience example** | **Translate into Action-Oriented Statement** |
| Customer Service | Communicated | Worked at Chili’s | Communicated with a team to provide quality service to customers. |
| Management | Coordinate | Aviation Club | Coordinated with members of the aviation club to conduct monthly meetings. |
| Helping | Assisted | Volunteered at Church | Assisted the light crew with set up and tear down of equipment. |
| Sales | Lead | Debate Team | Lead a group in discussion about |
| Teaching | Collaborate | Classroom placement | Collaborated with the head teacher to create lesson plans tailored to students needs. |
| Office | Organize | Job Shadowing | Organized paperwork for the office of registration. |
| Research | Document | tnAchieves | Documented community service hours each semester for scholarship requirements. |
| Business | Lead | Worked at Old Navy | Lead a group of colleagues through assigned shift duties to ensure they are completed. |

Other resources



A qr code with green squares

Description automatically generated [Insert QR Code to downloadable Resume here]

General Resume Suggestions

* Avoid using I or me statements. Always start a bullet point with an action verb.
* Resumes should be 1-2 pages in length.
* Select easy to read fonts. Keep your fonts to 10 or 12 points.
* Proofread carefully and have someone else proofread for you (Reach out to a friend, mentor, teacher, career services, or your tnAchieves coach.)
* Phase out high school information as you approach graduation unless it remains relevant.

Career Services office at Northeast state



Primary office hours are Monday-Friday, 8 a.m. to 4:30 p.m.

However, to dedicate adequate time to serve your needs an appointment is recommended. After-hours appointments are available upon request.

Appointments can be made by contacting us at **CareerSvcs@NortheastState.edu** or **(423) 354-5229.**

**Office Location:** Blountville Campus

**Office:** Career & Workforce Development Center

**Room:** C2418, General Studies Building in Blountville

**Office Location:** Kingsport Campus

**Office:** Career & Workforce Development Center

**Room:** R113, Blazier-Wilson Hall