UPDATING YOUR RESUME

Columbia College
Grossnickle Career Services Center
Tiffani Martin, Sr. Career Specialist

Why Do You Need to Keep Your Resume Updated?

- Ever-changing “rules”
- Be relevant
- To get an interview!
- Highlight your new skills

What NOT to Include

- Unrelated hobbies
- References
- Personal pronouns
- Demographics
- Extreme designs

What to Include

- Contact information
- Certifications w/ dates
- Education and degrees
- Relevant work experience
- Volunteering
- Community involvement
- Leadership positions
- Research
- Professional organizations
- Relevant skills

Work Experience

Transferable skills

Relevant info

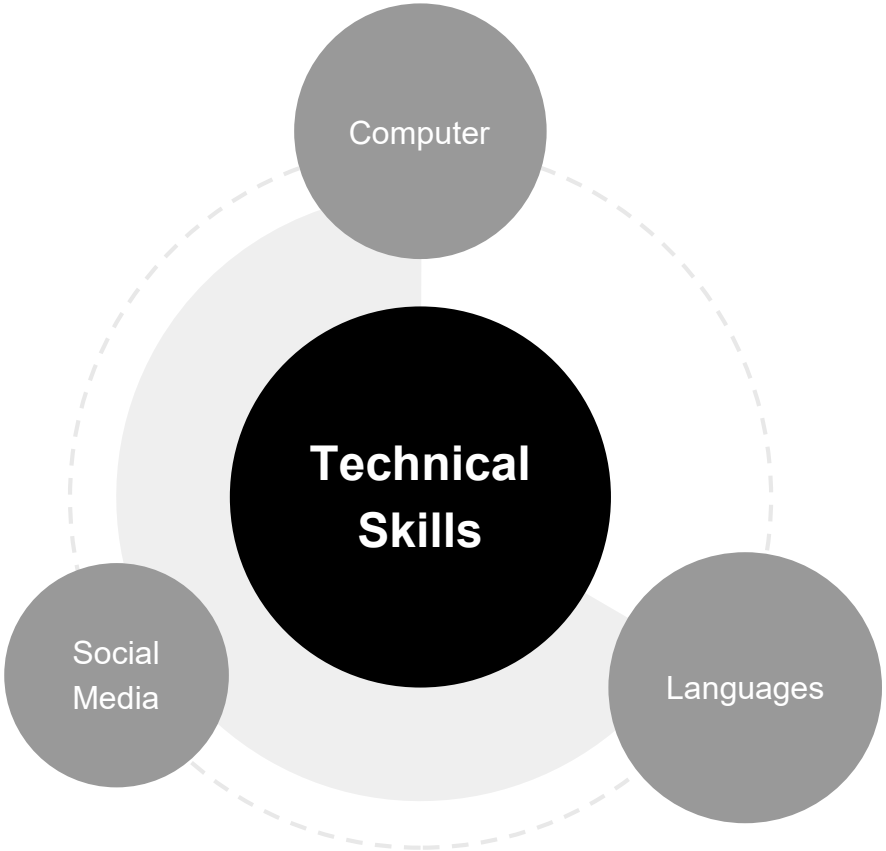
Goals reached

Top achievements

Include details

Show soft skills through experience

Soft Skills Should be Listed in Experience Descriptions



Community Activities

- Local clubs and organizations
- Professional associations
- Volunteering

Resume Tips

- Consistency
- Formatting
- Length
- Grammar & Punctuation
- Spelling
- Font Size
- Margins
- Level of Importance

More Tips

- Avoid complete sentences
- Brief, yet descriptive
- NO resume wizards!
- Customize for each position
- 6-12 second rule

TheLadders

JASON HARRISON
Jrharrison1@cougars.ccis.edu
1001 Rogers St, Columbia, MO 65216 573-555-8432

EDUCATION

Columbia College, Columbia MO **B.S. Anticipated: April 2019**
Majors: Biology and Chemistry
GPA: 3.2/4.0

- Recipient: Truman Scholarship
- Relevant Coursework: Microbiology, Virology, Biological Processes, Statistics

SKILLS

Laboratory: Microscopy, Koehler Illumination, Slide and Agar Preparation, Gram and Tissue Staining, Histological Slide Preparation, Anatomical Dissection
Computer: Mac and PC Fluent, MS Word, MS Excel, MS PowerPoint, Adobe Photoshop
Language: Intermediate French

RELEVANT EXPERIENCE

Columbia College Dept. of Chemistry, Columbia, MO **August 2017 – Present**
Independent Research Project

- Synthesize, purify and characterize porphyrins in order to determine potential application in malaria vaccine
- Assist lead researcher in laboratory preparation for multiple classes and writing NSF grant for new equipment

Children's of Mercy Hospital, Overland Park, KS **May – August 2016**
Shadow/Volunteer

- Shadowed Hospital OB/GYNs on daily rounds
- Participated in introductory patient care
- Assisted with daily general tasks at nurses station and answered clients questions

OTHER EXPERIENCE

The Blue Crane Restaurant, Lake Ozark, MO **Summers 2015 & 2016**
Server/Host

- Managed front area of restaurant in busy environment to service opportunities
- Recruit volunteers for various projects

EXTRA-CURRICULAR ACTIVITIES

CAST – Columbia College's Community Service Organization **2016 – Present**
Project Lead

- Organize and delegate responsibilities to service opportunities
- Recruit new volunteers to assist in community projects

Show-Me Central Habitat for Humanity **2014 – 2015**

- Assisted in the construction of 5 different homes

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Show-Me Central Habitat for Humanity 2014 – 2015
Assisted in the construction of 5 different homes

C/H

Christina Hogan

SKILLS

Software:
Adobe PhotoShop
Adobe Illustrator
Adobe InDesign
Adobe PageMaker
FreeHand
Quark Express
Corel Draw

Social Media:
Facebook
LinkedIn
Twitter
Instagram
Snapchat

Language:
Basic Spanish

CONTACT

1001 Rogers Street
Columbia, MO 65216

573-555-5906

chogan1@cougars.ccis.edu

EDUCATION

Columbia College ▪ Columbia ▪ MO
Bachelor of Arts in Graphic Design **Expected April 2019**
GPA: 3.54/4.00
-Dean's List: Fall 2017 and Spring 2018

WORK EXPERIENCE

Columbia ▪ MO
Freelance Graphic Designer **May 2016-Present**
- Design logo and business cards for businesses
- Took part in designing a user-friendly website that lead to increase company sales by 10%
- Create marketing portfolio for local sports camps

Columbia College Career Services ▪ Columbia ▪ MO
Student Assistant **August 2017-Present**
- Created flyers and presentation content for events and information booths
- Answered phone and in-person inquires
- Researched contact information for alumni
- Developed an Excel spreadsheet to better track persistent communication with nationwide students and alumni

RELATIVE COURSEWORK

Graphic Design III	Corporate Identity
Web Design	Illustration
Video Art	Digital Photography

CAMPUS AND COMMUNITY ACTIVITIES

Columbia College Volleyball **August 2015-Present**
- 2016 National Champions

Member of Art Club **2017-Present**
- Student-run organization focused on increasing student engagement across the campus
- Created an event to increase club membership
- Took part in fundraiser to raise funds and host local art event for youth

Displayed designs at a local art show **Summers 2016 & 2017**

CHRISTINA HOGAN

chogan1@cougars.ccis.edu | 573-555-5906
1001 Rogers Street | Columbia, MO 65216

EDUCATION

Bachelor of Arts **Columbia College, Columbia, MO**
Majors: Graphic Design Expected April 2019
GPA: 3.54/4.00
- Dean's List: Fall 2017 and Spring 2018

RELEVANT COURSEWORK:

Graphic Design III	Corporate Identity
Web Design	Illustration
Video Art	Digital Photography

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SKILLS

Software: Adobe PhotoShop, Adobe Illustrator, Adobe InDesign, Adobe PageMaker, FreeHand, Quark Express, Corel Draw
Language: Basic Spanish

SKILLS AND INTERESTS

Computer: Mac and PC Fluent, MS Word, MS Excel, MS PowerPoint, MS Outlook
Laboratory Skills: Microscopy, Slide Preparation, Dissection, Gram and Tissue staining
Field Biology: YSI Flow Trackers, Idexx, water sampling, Missouri native flora and fauna identification
Interests: Fishing, Hiking, Camping, Kayaking, Open-Water Scuba

SKILLS AND INTERESTS

Mac and PC Fluent, MS Word, MS Excel, MS PowerPoint, MS Outlook, Communication, 80WPM, Fast Learner, Multi-tasking, Laboratory, People person

What Employers Are Looking For

Critical Thinking

Oral/Written Communication

Professionalism

Leadership

Digital Technology

Teamwork

Global/Intercultural Fluency

Flexibility/Adaptability

Grossnickle Career Services Center

Here to Help!

careerservices@ccis.edu
573-875-7425