

ALUMNI RESUME TIPS

RESUME SUMMARY STATEMENTS

A summary is a powerful tool that quickly shows how well your skills, education, and experience align with those in the job description. Avoid traits such as:

- “Results-oriented professional”
- “Hard-working, dedicated, excellent interpersonal skills”

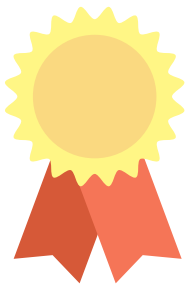
In each example below, the first part of the sentence describes who you are and the second part, indicates experience which differentiates you from other candidates and is desirable to the employer.



- Emerging marketing professional with corporate and non-profit social media experience.
- Analytical chemist with applicable experience in chemical analysis, technical writing and research.
- Possess wide-range of active professional training experience in health and wellness programs with enthusiasm and commitment to achieve results.
- Seasoned real estate executive with impressive 15 year track record of leading organizations through aggressive growth campaigns.

RESUME ACCOMPLISHMENT STATEMENTS

Accomplishment statements are written proof of the results and achievements from past experiences. They can consist of positive impact in a job, recognitions, or something you improved. Whenever possible, quantify the accomplishment.



- Increased sales by 10% through attentive relationship management, frequent credit review, and proactive collection initiatives.
- Designed competitive compensation programs resulting in improved employee productivity and morale.
- Developed strategic plan including the realignment of six plants worldwide, resulting in a 20% inventory increase.
- Organized new employee training program that dramatically increased productivity and morale in key business units.
- Successfully completed Customer Relationship Management (CRM) project one month ahead of schedule and \$15K under budget.
- Revamped invoicing system to reduce processing time from three weeks to five days.