

Before

Min Kyung Chang

Min goes by "Lillian"...this can be made clear in the resume

Use consistent formatting for section headings

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**Objective:** If included, an objective should focus on a particular job. The information presented here comes out elsewhere in the resume. I am a graduating senior looking for a challenging entry-level position where I can gain experience in banking, finance, or retail.

**Schools:** Sociology major at Cornell University from September 2004 to May 2008 earning a grade point average of 3.0092  
Work 8-10 hours/week to help with education expenses  
Graduated of Bronx High School of Science—June, 2003 (Regents Degree)

Add relevant coursework to support interest in finance

**WORK:** Bookkeeper at CRESPI, Cornell, Sept. 2003 to present  
-Helping to run office  
-Worked on accounts and doing bookkeeping.

Content should be less wordy

What else do you do?

Use consistent style for dates

Business administrator at IBM in New York City from June to August, 2005 & 2006  
-Did monthly forecasting  
-Worked on inventory for audit  
-Prepared PowerPoint presentations  
-Ordered equipment for meetings  
-Placed machines on maintenance

How much money goes through your hands?

The bullet points are too vague. Need to—

1. Quantify—add numbers to catch attention
2. Emphasize:
  - level of responsibility
  - level of interaction
  - level of accomplishments/results
  - comfort with numbers
  - ability to work independently, with team, and with supervisors

Associate at Express in New York City from June to August, 2004, 2005 & 2006  
-Was promoted to wrap desk coordinator in 2005  
-Managed 4 cashiers and opened and closed their cash registers  
-Handled returns and voids  
-Responsibility for counting the bank  
-Excelled in sales  
-Customer service-oriented  
-Commended for promotion ideas

Begin with action verb

Use crisper format for position, employer, location and date

Research assistant at Queens College in New York City, July 2001 to Aug. 2003  
-Made survey  
-Used SAS to prepare data  
-Assisted professor in writing article for publication  
-Read articles on socialization of adolescents

Abbreviate only if space constraint

**SKILLS:** ✓Excel ✓FASS ✓Harvard Business Graphics ✓DBaseIII Plus ✓WordStar ✓Display Write ✓Speak Mandarin Chinese

**Personal Qualities:** ✓Exceptional sales and promotional ability  
✓Hard worker ✓Like to ice skate ✓Run ✓Play frisbee

Check marks clutter the page

**School Activities:** -Help other students learn English  
-Student advisor  
-Minority student business group  
-C.S.A. ??

Positions held?

**Citizenship:** U.S. Questions? See an advisor

**References:** Available upon request Obvious, so not necessary