

# Improving Your Resume

In these resume examples, we provide a wide range of experience, skills, and formats. Labels indicating the different formats are intended to provide a context, not to imply a particular format is uniquely suited to the information presented in that resume. Look through the section and take from the resumes what works best for you. Return to the section on resumes (pages 35-37) for additional information.



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

**Min Kyung Chang**

141 DRYDEN ROAD, ITHACA, NY 14850, (607) 277-0897, MKC34@CORNELL.EDU  
 123 LONGWOOD AVENUE, BROOKLINE, MA 02146, 617.543.0416, MKC34@CORNELL.EDU

*Use consistent formatting for section headings*

**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:** *Content should be less wordy*  
 Sociology major at Cornell University from September 2005 to May 2009 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, 2004 (Regents Degree)

*Add relevant coursework to support interest in finance*

**WORK:** *Proof!*  
 Bookkeeper at CRESP, Cornell, Sept. 2004 to present  
 -Helping to run office  
 -Worked on accounts and doing bookkeeping. *Use active verbs*  
 Business administrator at IBM in New York City from June to August, 2006 & 2007  
 -Did monthly forecasting  
 -Worked on inventory for audit  
 -Prepared PowerPoint presentations  
 -Ordered equipment for meetings  
 -Placed machines on maintenance

*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, 2006 & 2007  
 X was promoted to wrap desk coordinator in 2006  
 -Managed 4 cashiers and opened and closed their cash registers  
 -Handled returns and voids  
 -Responsibility for counting the bank *Begin with action verb*  
 -Excelled in sales  
 -Customer service-oriented  
 -Commended for promotion ideas

*What else do you do? Use consistent style for dates*

*How much money goes through your hands?*

Research assistant at **Queens College** in New York City, July 2002 to Aug. 2004  
 -Made survey  
 -Used SAS to prepare data  
 -Assisted professor in writing article for publication  
 -Read articles on socialization of adolescents

*Use crisper format for position, employer, location and date*

**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 *Positions held?*  
 -Minority student business group  
 -C.S.A. ??

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

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