

SUPER STUDENT
1234 No Name Street
Honolulu, HI 96822
808-456-7890
super@hawaii.edu

Objective: To set the world on fire.

Education:

B.S. in (1) Animal Science or (2) Food Science and Human Nutrition Expected May 2009
University of Hawaii at Manoa
Dietetics or Preveterinary or Food Science coursework
GPA: 3.88
Dean's List: 2006, 2007, 2008
Generous Alumni Scholarship, 2008

Experience:

Intern
Ideal Placement, Honolulu, HI 1/2009-present
Counsel patients, assist in surgery, develop recipes, develop educational materials, etc.

Skilled Worker
Local Store, Honolulu, HI 2007-present
Serve customers, control inventory, etc.

Service Worker (Volunteer)
Service Agency, Honolulu, HI 2006-2008
Assisted clients who needed help, etc.

Grunt Worker
Back of the Store, Honolulu, HI 2005-2007
Mopped floors, scrubbed toilets, cleaned kennels, etc.

Certifications and Skills:

ServSafe Certification
Pork Quality Assurance Plus Certification
Institutional Animal Care and Use Training
Languages: English (fluent), Polish (working knowledge), French (basic)

Service and Activities:

Student Club 2007-present
 Club Secretary, 2008-2009
Hawaii Foodbank, one day per month 2007-2008
Kick-ass Soccer (goalie) 2006-2007

Notes:

Objective: The objective provides the focus for the resume - unrelated detail should be minimized.

Education: The first line under education highlights the qualification, namely your BS. All the other stuff is supporting information that is of little value without the BS.

High school is out - your life started when you graduated.

No abbreviations - nobody outside of CTAHR knows what FSHN stands for.

Get the degree name right - UH has no degrees in dietetics or in preveterinary medicine

Experience: The first line highlights the position held, because that is the qualification. Current jobs are described in the present tense; past jobs are in the past tense. Note that volunteer positions that relate to your objective can be included.

Most recent first!

Certifications and Skills: Think about skills that set you apart. Every high school graduate can use the internet, Word and Excel. Not everyone can type 60 words a minute or create web pages or use specialized programs such as Food Processor.

Include languages other than English and an indicator of how well you function in them (not how many years you studied them).

Service and Activities: The dates on the right are membership dates. Offices held are indented underneath with the dates of office.

Leave out all the one and two day stuff. Skipping around rather than staying with a project might actually make you look bad. Maybe you counted whales on April 1, 2005 - it doesn't make you any more qualified. On the other hand, if you have been volunteering 2 days a month to organize the whale count and enter data, that does make you more qualified.

Do include stuff that shows serious commitment and growth, such as playing an instrument well (eg member of guitar duo that performs at private functions), playing a sport well (you can put in a high school sport if you continue to participate in it), hula halau member, and similar activities which show above average performance.

Overall notes:

Remember that the resume is a summary, not a life history!

Use the whole page and try hard to keep it to one page. This is advertising - the first page is the one that gets noticed. Get rid of trivia. Everyone knows what a waitress does, so no need describe it, besides it does not make you better qualified for post-graduate work.

Spell it out: eg Food Science and Human Nutrition Council, not FSHN Council