



RESUME GUIDE

This guide was designed to provide you with an example and highlight some best practices. Resumes are only as "good" as they are effective at persuading their audience. Standards will vary based on industry preferences; these are preferred for the OMBA.

Use matching header and font for your Statement of Purpose

Include your customized LinkedIn URL

Jesse Duck

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EDUCATION

Your education can go above or below your experience

Bachelor of Arts in Women & Gender Studies Jun 2014
University of Oregon, Eugene, OR

Study Abroad Program, Madrid, Spain Mar – Jun 2012

- Completed Spanish immersion program with a focus on global business.
- Developed operations systems recommendations designed to maximize gross product output under newly implemented sustainability regulations for XYZ Company as part of a 4 member team.

Be consistent in formatting throughout resume

EXPERIENCE

TARGET, Sacramento, CA Jul 2014 – Dec 2018

Executive Manager, Loss Prevention (Jul 2015 – Dec 2018)

- Harnessed business acumen and understanding of total store process to make strategic decisions, encouraging team of 230 to exceed sales goals of \$100K daily and \$43M annually.
- Resolved key issues and executed on strategic goals by organizing and leading bimonthly meetings with team of 10 remote executives and HR Business Partner.

List the date (including months) and location of each experience with most recent at the top

Use the WHO method* to write bullet points

Assistant Store Manager (Jul 2014 – Jul 2015)

- Initiated cross-training goals for all departments to ensure optimal coverage, reducing average customer wait times at checkout.
- Collected, analyzed, and reported on new employee survey data, resulting in onboarding adjustments and enhanced training opportunities.
- Led daily team meetings by department, featuring new product information, setting daily targets, and providing training scenarios to build confidence and increase sales.

Check for typos & misspellings, e.g., Lead vs Led

Begin each bullet point with a past-tense action verb

ACTIVITIES

- *Volunteer*, Women's Crisis Help Line, Sacramento, CA Jun 2017 – Present
- *Member*, Women in Business Club, University of Oregon Sep 2012 – Jun 2014

SKILLS

- Spanish – Intermediate Proficiency
- Certified Mediator
- Excel Power User
- Certified Salesforce Consultant

Use optional resume sections when applicable*

INTERESTS

Gender Equality | Outdoor Exploration | Minimalist Lifestyle | Travel

*See second page for more details

Resume Sections

REQUIRED

- Contact Information
- Education
- Experience

OPTIONAL

- Highlights
- Skills
- Club or Community Involvement
- Leadership
- Profile/Objective
- Interests
- Activities
- Consulting Projects

Write strong, evidence-based bullet points following this method:

Verb

W

H

O

Start with an **Action Verb** (past tense; a different verb for each point)

+

What did you do? (tasks and activities you enjoyed)

How did you do the work? (skills, methods, strategies, attitudes)

Outcome of the work? (results, impact, contribution, scope, intention)

BEFORE using the WHO method:

- Led and organized bimonthly meetings with a team of 10.

AFTER using the WHO method:

- Resolved key issues and executed on strategic goals by organizing and leading bimonthly meetings with team of 10 remote executives and HR Business Partner.

Next Steps

Tailor your resume to each job, program, or scholarship you apply for. Identify the desired qualifications, skills, strengths, and responsibilities, and be sure to include them in your resume through your past experience.

Have multiple people in your network (e.g. friends, colleagues, etc.) review your resume to get different opinions and advice.

Review all of your feedback and make decisions about how to best promote yourself through your resume to your intended audience.