

**First Name Last Name**  
**Professional Email · Phone · Website**

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**OBJECTIVE/PROFESSIONAL SUMMARY:** Make sure it is well written, highlights your most salient qualifications, is employer-focused, and names the Business/Organization with whom you are applying!

**EDUCATION:** Put education above work experience if your education directly relates to the job.

**University of Hawai'i – West O'ahu**

*Bachelor of Arts in Business Administration*

Concentration in Management

Relevant Coursework: Financial and Managerial Accounting (include if you are more than one semester away from graduation. List class titles, not class codes [i.e. ACC 202, etc.]).

Expected Date of Graduation: **May 2018**

Cumulative GPA: **3.25/4.0**

Major GPA: **3.9/4.0**

**PROFESSIONAL WORK EXPERIENCE:**

**Shift Manager, Pueo Supply**

**Jun 2015 - Present**

- Use formatting (i.e. CAPS, **bold**, *italics*, etc.) for contrast and quick reading
- Bullet format, phrases not paragraphs, you want it to be clean and easy to read (10 sec rule)
- Quantify your results when possible: "Responsible for over \$10,000 cash transactions daily"
- List accomplishments rather than duties, and quantify whenever possible
  - i.e. "Planned events" vs "Raised \$100,000 by selling out tickets to a 200-person charity event"
- List them in order of relevance to the position for which you are applying
- Be consistent in both formatting (bullets, alignment, fonts, etc.) and verb tense (schedule vs scheduled)
- Include that you were working while being a full-time student (if true)
- Leave out the "I" in your phrases

**ACADEMIC AND COMMUNITY INVOLVEMENT:**

- Get INVOLVED!! Employers don't want to see that you just went to school
- List campus clubs here with bullet points of your leadership and accomplishments
- List any community activities here, even if it is through your church

**ADDITIONAL NOTES:**

- DO: Target your Resume! Use the job description as a checklist and use the same words/phrases.
- DO: Make the format unique and eye catching. White space balance – not too cluttered, not too empty.
- DO: Write everything out (except GPA).
- DO: Use a professional email address, kimo.kealoha@email.com vs wesside96707@hottiemail.com
- DO: Include if you are bilingual.
- DO: Name your resume file: "Resume, Kealoha, K." DON'T: put "updated" or the date/year, looks tacky.
- DO: Send your resume as a PDF, only.
- DO: Create a Cover Letter which includes why you meet the specific qualifications listed on the job description, some solid examples of what you have accomplished, career goals, and ask for an interview.
- DON'T: Use more than 2 fonts
- DON'T: Go overboard with text effects, unless the job is creative in nature
- DON'T: Use graphics, unless the job is creative in nature
- DON'T: Include your physical address, unless helpful. Use that space for something more relevant (LinkedIn)
- DON'T: Include a picture, unless the nature of the job requires it (i.e. model, PR, broadcast journalist, etc.)
- DON'T: Use your @hawaii.edu email address; instead use a professional gmail (it's free!)
- DON'T: List high school after 2 years out
- DON'T: Include references or "references upon request", unless job specifically asks for it.
- DON'T: Include Microsoft Office, unless the job specifically asks for it (it's assumed that you know how to use it).
- DON'T: Include hobbies unless they are RELEVANT or interesting to the reader.
- DON'T: Make it longer than one page, unless you have more than 5 years of progressive professional work experience.