

Jobe Gator

Houston, TX

(713) 221-5011

COBCareerCenter@uhd.edu

www.linkedin.com/JobeGator

EDUCATION

University of Houston-Downtown College of Business, Houston, TX
Bachelor of Business Administration in Accounting, Minor in Finance
GPA: if 3.0 or higher

December 2022

San Jacinto College, Pasadena, TX
Associate of [Arts or Applied Science] in [Degree Name]
GPA: if 3.0 or higher

May 2020

RELEVANT COURSEWORK *(optional section)*

Course name related to major, Course name related to major, Course name related to major

HONORS AND AWARDS *(optional section)*

Dean's List

Fall 2021

ACADEMIC PROJECTS *(optional section)*

Course Name

January 2020 – May 2020

- Collaborated with adviser, research team, and Smith School of Medicine to conduct research regarding the effects of steroids on the activity level of rats
- Used computer to gather and analyze data for distribution to the research team
- Presented new findings in bimonthly discussion with department.

EXPERIENCE

Job Title

Dates of Employment

Company Name

Month Year – Present

City, ST

- Be specific in describing your experiences. Avoid clichés like “responsibilities or duties included” on the resume and get to the point by identifying your experiences in a concise manner.
- Begin each phrase with an action verb (assisted, performed, created) and avoid the use of personal pronouns (I, me, you, they, their) and articles (a, an, the).
- Winning formula: Action verb + object + Outcomes

Sales Associate

May 2019 – August 2020

Office Depot

Houston, Texas

- Aided customers with returns, purchasing store protection plans, and service packages
- Scheduled in-home services via online interface
- Answered telephone inquiries from customers and stores regarding the status of units and other service issues
- Supported new employees with training on store policies, services, financing options, and register operations

ACTIVITIES

Name of Organization, Member

August 2020 – Present

Houston Food Bank, Volunteer

May 2019

SKILLS

Fluent in English and Mandarin Chinese (*for foreign languages indicate fluent, proficient, skilled, experienced,*)

Microsoft Excel, Access, Word, PowerPoint, Outlook, Photoshop, Java

Guide to Writing Exceptional Resumes

THE KEY TO RESUME SUCCESS

- The resume has the right keywords to achieve a high score in the scanning process.
- HR finds what it is looking for in the 10-15 seconds typically spent reading a single resume.

If your resume scores well and quickly meets expectations, the chances that you will receive an invitation to interview increase dramatically.

STEP 1: BEGIN BY DOING SOME MARKET RESEARCH

First, figure out what the reader of your resume is looking for and write your resume to fit that as closely as possible.

- Go to a job board and find at least 6 job postings for the target position.
- Job postings should have detailed information about what HR is looking for: specific skills, knowledge, experience, etc. This information is usually found under “Requirements” or “Qualifications” on a job posting. The more bullet points, the better.

STEP 2: ANALYZE THE JOB POSTINGS TO IDENTIFY THE KEYWORDS

- Open an Excel spreadsheet. At the top of the first column, type in the name of the employer for one of the job postings you found. In the second column, type in the name of the second employer. Repeat until each employer’s name is listed at the top of a column.
- Below the employer’s in column 1, type in the keywords you found in the job posting, make sure to use the exact wording the employer uses. Repeat for each job posting.
- Do a simple visual analysis to identify those elements (keywords) that show up in all of the job postings.

STEP 3: WRITE THE RESUME WITH THE COMMON KEYWORDS IN MIND

- Weave the common keywords in the Summary or Skills section of the resume. Incorporate the common keywords into the rest of the resume by describing accomplishments and experiences that directly relate.

Use this research as a tool for evaluating an existing resume. You can evaluate each bullet point or statement on an existing resume and ask how that statement supports or addresses at least one of the common keywords/skill sets from all/most job postings. If it doesn’t, perhaps that bullet can be altered so it does address one of those keywords. If not, then eliminate that bullet and write another that will be more relevant to what HR is looking for.

STEP 4: CREATE A TARGETED RESUME WHEN APPLYING FOR JOBS

It’s a good idea to add other keywords that didn’t make it on the list of common keywords to push your resume to score as close to 100% as possible.

- Include the job title in the Summary or Profile section of the resume.
- Plug in all the other keywords from job postings that haven’t already been incorporated into the resume. Only include those keywords that make sense for the job you are applying for.
- Resumes submitted online are often scanned electronically in search of certain keywords. Each resume is rated/scored based on the prevalence of keywords.
- HR’s task when reviewing resumes is to identify a certain number of qualified candidates. Once that number is reached, HR is finished reviewing resumes for that position.

HOW DO YOU KNOW IF YOU HAVE WRITTEN A GOOD RESUME?

Is your resume generating interview opportunities for positions you are interested in and truly qualified for? If so, it is working. If not, you are either missing some important keywords or you have information in your resume that isn’t relevant to the position. If this is happening, bring your resume and some job postings to Career Services during walk-in hours.