**HCC RESUME GUIDELINES & TEMPLATE**

**We highly encourage students to self-critique their resume by viewing the following standards before visiting the Career Center or uploading the resume to CareerHub.**

**FONT:**

* **The font on all resumes should be either Times New Roman, Arial, or Calibri. The size of your font should be no larger than 12 with exception to your name.**

**LENGTH:**

* **If you have less than five years of direct experience in your field of interest then the resume should be only on one page.**
* **Candidates with more than five years of experience have the option of keeping their resume on one page or going to two pages.**
* **Candidates with 10+ years’ experience should have a 2-3 page resume.**
* **If you are close to one page, but keep spilling over to the second page then we suggest that you go to PAGE LAYOUT and then select MARGINS and choose the NARROW option so you can fit more text on one page.**

**TEMPLATES:**

* **Resume Templates found on Microsoft Office are not encouraged for use as they can be difficult to adjust, amend, and critique, because of the formatting associated with these templates.**

**FONT COLOR:**

* **The text/font on your resume should be black. Any colors outside of black will result in your resume not being approved in the Virtual Career Center.**

**ACTION VERBS:**

* **Your bullets/lines/sentences on your resume should not begin with I, My, You, or Me.**
* **Action Verbs bring your resume to life as they convey the action you took to complete the job or internship. Here is a great article by the Muse that we believe you will find very helpful in finding the right Action Verbs for your resume and experience:** <https://www.themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome>

**HEADING:**

* **The heading on the resume should be centralized on the resume and contain the following: Your Name, Phone Number, Email, LinkedIn URL, or any other link that conveys your experience/portfolio.**

**EDUCATION:**

* **This section should reflect your most current degree you are pursuing at the top of the section.**
* **Your high school should never be above the current degree you are pursuing at Houston Community College.**
* **If your resume is missing the degree you are pursuing, it will be rejected.**

**SKILLS:**

* **This is a section where you add bullets regarding any software you are familiar with such as QuickBooks, Cool Edit Pro, Photoshop, Illustrator, etc…**
* **For example, if you are interested in the medical field then you should add any lab instruments you are familiar with as well as medical theories, concepts, and medical procedures that are relevant to the field you are pursuing.**

**EXPERIENCE:**

* **It is important that all internship/job descriptions have a minimum of three-five bullets/lines explaining each internship or job on your resume.**
* **Bulleted descriptions make your resume much easier to read as employers spend less than 10 seconds reading a resume.**
* **If your job descriptions have less than three bullets/lines then your resume could be rejected.**
* **If you do not remember what you exactly did in a previous/current job then we suggest following this link to a great resource by Monster.com that houses generic job descriptions:** <http://hiring.monster.com/hr/hr-best-practices/recruiting-hiring-advice/jobdescriptions/sample-job-descriptions.aspx>

**Your Name**

**Phone Number** **Email Address**

LinkedIn/Portfolio URL: [www.placethelinktoyourprofilehere](http://www.placethelinktoyourprofilehere)

**SUMMARY or OBJECTIVE** (Optional)

*To create your summary -- a brief section at the top of the resume -- identify what skills are required for the jobs you're applying for. Once you've identified the three or four most relevant, describe your accomplishments or skills in those areas.*

***Example of summary*:** Diligent Automotive Technician proficient in problem solving complex auto repair issues while consistently delivering quality service. Extensive hands-on experience in engine repairs and replacement. Certified in brakes, front steering, and suspension.

**EDUCATION**

**Houston Community College** Anticipated Graduation: **08/2020**

Degree: Associate of Applied Science

* Major: Automotive Technology
* GPA: 4.0

**TECHNICAL SKILLS**

* *Conduct free keyboard test online:* Type 75 WPM
* *Add any knowledge of software related to your field here***:** Proficient in QuickBooks
* *Add any knowledge of procedures related to your field here:* Proficient in changing brakes and oil changes
* *If you speak another language(s) then add it here***:** Fluent in Spanish – conversational and writing

**PROFESSIONAL EXPERIENCE**

**Exxon**  **08/2017 – Present**

*Administrative Assistant*

* Start all of your sentences with an action verb: **Example;** Assist, Perform, Collaborate, Maintain, etc…
* Do not use **I** or **my** or other objective pronouns on your resume.
* All job descriptions on a resume should have 3-5 bulleted sentences.
* Be sure to add successes you achieved in your positon. Don’t be afraid to brag about yourself!

**Discount Tire 08/2017 – Present**

*Store Associate*

* We suggest that you only add the most relevant internship, co-op or job on your resume.
* The resume should be on one page if you have less than five years of relevant experience.
* Please be sure to check for spelling and grammatical errors. Employers take less than 10 seconds to review your resume!

**Memorial Hospital – Medical Center 9/2017 – Present**

*Patient Care Technician*

* If you do not remember what you accomplished in a role then visit <https://hiring.monster.com/hr/hr-best-practices/recruiting-hiring-advice/job-descriptions.aspx> for job descriptions.
* Please visit a Center for Career & Job PlacementServices near you to speak with a Career Services Professional regarding this resume and your career path. Invest the time now as it will pay off many years in the future!
* Invest quality time on your resume as this will be the document you will be using throughout your life to apply for jobs!

**VOLUNTEER EXPERIENCE**

**Ben Taub Hospital**  **1/2015 – Present**

*Volunteer*

* Please add exactly what you did as a volunteer in 2- 3 bulleted sentences. Start the sentence with an action verb.

**AWARDS & ACTIVITIES**

* Vice President of Automotive Honors Society **09/2017 – Present**
* Member of the National Honors Society  **1/2018 – Present**