

RESUME TIPS FOR SUCCESS

A résumé is a brief summary of your education, experiences and qualifications for a job. Your résumé should only be one to two pages. Remember, employers will be reviewing hundreds of applicants, so an initial review of your résumé may be less than a minute! That means you want to make sure that what is included is important and relevant to the job.

CONSISTENT

Use a consistent format

CLEAR

Be sure that it is clear and easy to read within seconds

PROOFREAD

Proofread your résumé! Typos might cost you an interview.

RELEVANT

Make sure all information included is relevant to the job

CURRENT

Ensure that all your contact information is up-to-date

CONCISE

Use short, concise statements when describing your experiences

DETAILS

Be sure to give detail on accomplishments! Do not assume all of your duties and achievements are obvious.

ACTION

Use action verbs in your experiences: managed, oversaw, maintained, evaluated, produced, provided, etc.

YOUR WORTH

The following sections are expected in all résumés: Contact Information, Summary or Objective Statement, Experience, and Education. Secondary sections you may include are: Skills, Awards, and Volunteer Activities.

OSU-OKC Career Services is here to help with any questions.

Student Center, 1st Floor | careerservices@osuokc.edu | 405.945.8680 | osuokcgrads.com

PISTOL PETE

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SUMMARY OF QUALIFICATIONS

Account Manager with four years of direct experience working for a major collegiate sports apparel manufacturer in Oklahoma City, OK, and two additional years of experience working in office and administrative settings. Provides excellent attention to helping customers fulfill orders and maximize satisfaction with products. Able to represent brands positively and professionally.

EDUCATION

OSU-OKC 2010-2012
A.A.S. Management

EXPERIENCE

SMITH'S COLLEGE WEAR Oklahoma City, OK 2011 – Present
Front Desk Agent

Nationally recognized brand of sports apparel operating out of Oklahoma City. Managed business-to-business sales of collegiate merchandise for stores across the country. Worked closely with domestic and international suppliers. Key skills: Customer service, familiarity with computers, conflict resolution, understanding of all operations and logistics.

JENKINS GRANITE AND TILE Stillwater, OK
2009 – 2011

Administrative Assistant

Worked the front desk at a tile and countertop showroom. Answered calls for appointments, quotes and store information. Organized paperwork for transactions and entered data into computer ordering system. Key skills required: organization, attention to detail, security protocols.

THE RIVERSIDE RESTAURANT Bixby, OK 2008 – 2009
Wait Staff

Waited tables at a well-known restaurant in downtown Bixby. Sent orders to kitchen, delivered food to tables, and provided recommendations on menu items. Key skills in this position: communication, customer service, conflict resolution and working with the public.

SKILLS

Customer Relations	Secure Payments	PABX Phone Systems
Inventory Management	CRM Software	Local Area Knowledge