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## Build Your RESUME

### Objective

Build a resume you can use to apply for jobs you want

#### Step 1: Identify the Job You Want

Enter your top-choice job title here:

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#### Step 2: Identify Your Most Relevant Skills

- A. Go to **ONetOnline.org**
- B. Search for your top-choice occupation
- C. Find the occupation title, and click on it
- D. Scroll down to the "Skills" section, and below, list the skills that are most relevant for you

Skills You Have Related to the Job You Want

Examples: Problem Solving, Creativity, Detail Oriented, etc.

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#### Step 3: Identify Your Most Relevant Experience

On **ONetOnline.org**, scroll up to "Tasks" and below, list the tasks that you have experience doing

Tasks You've Done	Organization/Role
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## ONetOnline.org

Occupation Quick Search:

Marketing

Occupation

[Marketing Managers](#) ★ Bright Outlook

[Market Research An](#)

[Search Marketing Strategists](#) ★

### Skills

- **Persuasion** — Persuading others to
- **Complex Problem Solving** — Identif
- **Negotiation** — Bringing others togeth
- **Coordination** — Adjusting actions in
- **Systems Evaluation** — Identifying m

Tasks You've Done (continued)	Organization/Role
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#### Step 4: Enter Information on Your Resume and Schedule Your Next Appointment

- Create a resume that looks like the example on the next page
- Use this QR code to schedule an appointment to review that resume



# Ima Student

McKinney, Texas | 214-555-1212 | istudent2@collin.edu  
www.linkedin.com/in/imastudent2

## PROFESSIONAL SUMMARY

Motivated college student with aptitude for project management, collaboration, and solving complex problems seeking assistant office manager position in Collin County or surrounding area

## EDUCATION

**Collin College** McKinney, TX  
Associates of Applied Science Degree in Business Management May 2023

- Member of Business Club (Spring and Fall 2021) and Student Government Association (Fall 2021)

## EXPERIENCE

**Collin College Career Center** McKinney, TX  
*Marketing Assistant* Oct 2021 - current

- Developed project timelines and budgets for 6 workshops and 15 new informational brochures
- Researched best practices from other career centers, and recommended changes for career center offerings
- Designed 3 social media campaigns with reach of 1,000 students and click-through rates of over 12%

**Sunnyvale Summer Camp** Sunnyvale, TX  
*Camp Activities Director* Jun - Aug 2021

- Developed and facilitated 4 camp activities with total attendance of over 200 students
- Analyzed budgets for camp activities, and identified opportunities to reduce costs by over \$10,000

**ABC Retail Stores** Frisco, TX  
*Sales Clerk* Oct 2019 - May 2021

- Researched customer needs, and identified products and services to best meet their needs
- Identified and implemented new inventory tracking system that reduced monthly labor requirements by 20 hours

## LEADERSHIP & COMMUNITY SERVICE

**Collin College Business Club** McKinney, TX  
*Event Project Manager* Sep 2021 – current

- Designed project plan, budget, and activities list for annual awards ceremony with over 100 attendees
- Managed vendors to provide catering, decorations, and entertainment with a \$10,000 budget

**Frisco High School Writing Club** Frisco, TX  
*VP of Critiquing* Sep 1999 - May 2021

- Read and provided editorial suggestions for over 300 pages of content for fiction and nonfiction books
- Developed meeting agendas and monthly critiquing schedules

## ADDITIONAL INFORMATION

- **Technical Skills:** Microsoft Office, Agile Project Management, Workzone, Anasa, and CoConstruct
- **Other Skills:** Project management, attention to detail, communication, and problem solving
- **Other Qualifications:** Completed online classes in Google Analytics and Facebook Advertising
- **Interests:** Travel, cooking, running, and strategy games