

Overview

The samples provided on this site are intended to serve as practical tools as you create or fine-tune your resume. The samples are organized by area of study and can be a helpful check to ensure that you are covering the essential information needed in developing your various resume sections. Because these samples represent actual Mid-State Technical College graduates, some information (including names, contact details, and employer and school names with the exception of MSTC) has been fictionalized for the sake of confidentiality.

Profile

Each resume in this group of samples includes a profile at the top of the document in which the candidate's key qualifications are highlighted and summarized. In creating your profile, try to create a picture of yourself that blends technical/job skills with "soft" skills or relevant personal attributes. The goal is to provide the reader with a snapshot of you as a "total" person or candidate, again combining technical/job skills with more personal aspects.

Education

Because you have invested a lot in your education at MSTC, you will want to maximize the impact of this experience to create the strongest impression possible with potential employers. In addition to noting the basics such as degree information and the year you graduated, be sure to include, as applicable, any honors or awards as well as involvement in clubs or other special activities. Also, because areas of study change over time, it can be helpful to provide employers with a brief listing of courses you have taken so they will have a better understanding of the nature of your academic experience and what you learned.

Work History

This is another key area in demonstrating your value to potential employers. You will notice that many of the resume samples include a short paragraph for each employer along with several bullet points. Although this approach can vary from candidate to candidate and even from employer to employer within the same resume, what is generally most effective is to use the paragraph to summarize main job responsibilities and the bullet points to present specific outcomes or accomplishments (such as promotions, awards, cost reductions, sales increases, process improvements and certifications).

Computer or Technical Skills

Because of the prevalence of computers in today's workplaces, including information about your computer skills can definitely help strengthen your resume and enable you to compete more effectively with other job candidates.

Other Resume Sections

Including resume sections on such areas as training, certifications and volunteer experiences, as applicable, can be helpful as this information offers more insights into you as a candidate and can increase your perceived value in the minds of prospective employers.

Resume Length

Nearly all of the resumes posted on this site are one page in length. However, keep in mind that resume length is mainly a reflection of one's experience. In general, there is more acceptance today of two- and even three-page resumes. In trying to come to a decision on length, focus first on getting your information "down on paper" and then see how the length develops after you have sufficiently reviewed, focused and edited your content.