

Creating a Resume

PROFESSIONAL AND CAREER DEVELOPMENT SERVICES

Drake
UNIVERSITY

What is a Resume?

- Record of professional achievements
- Ever-evolving document
- Concise, summary of skills
- Ticket into an interview

Employers Want to Know...

- Education
- Work-related experience
- Leadership during school, at work, and with the community
- Accomplishments

Format

- Margins: .75 or 1 inch margins
- Font: 10-12pt (no smaller than 10 pt)
- Font Style: Times New Roman, Arial (use a basic, readable font)
- Font Format: Use bolding and capitalizing
- Length: 1 page
- Use a plain word document without tables and fancy formatting

Components of the Resume

- Name and Contact Information (Heading)
- Career Objective (optional)
- Education
- Work Experience: Part time, full time, internships, and volunteer
- Optional:
 - Campus Activities & Leadership Roles
 - Honors & Awards
 - Certifications & Licensures
 - Other Skills (i.e. language and computer)

Heading

- Name – larger font and bold
- Address – permanent and current (including both is optional)
- Phone number(s)
 - Create a professional voice mail message
- Email address
 - Use a professional email address

Heading...Examples

Bradley A. Jones

Current Address--3305 Forest Avenue, Des Moines, IA 50311

Permanent Address--5364 210th Street, Gibson, IA 50104

515-277-1234 Brad.Jones@drake.edu

Michael K. Zanders

1320-34th Street, Des Moines, IA 50311, (515) 274-0133, michael.zanders@drake.edu

Objective Statement

- Optional
- Brief statement and may include key strengths
- Broad or specific to meet your needs
- Need to be able to articulate your objective

Objective Statement...Examples

To obtain an internship position in pharmaceutical research

Summer internship in a hospital utilizing my strengths in communications and customer service

A position in a community pharmacy utilizing my strengths in personal communications and customer service

Education

- University, City, State
 - Anticipated Degree(s), Graduation Date (month and year)
- Optional:
 - GPA
 - Study Abroad
 - Honors/Scholarships
 - Relevant Coursework

Education Examples

EDUCATION

Drake University, Des Moines, Iowa
Doctor of Pharmacy, May 2010
G.P.A. 3.8/4.0

Drake University, Des Moines, Iowa
Bachelor of Science in Health Sciences, May 2011
G.P.A 3.8/4.9
London University, London, England, Spring 2007

Experience

- Work experience: part time, full time, internships and volunteer
- List position, organization, location, and timeframe
- Detail skills, responsibilities, and accomplishments
- List in reverse chronological order (most recent first)
- Use multiple headings to organize related experience
- Use bullet statements (no periods)
- Begin statements with action verb
- Use present tense when still at the position, use past tense when no longer active with the position

Experience Headings

PROFESSIONAL EXPERIENCE

HEALTHCARE EXPERIENCE

PHARMACY EXPERIENCE

INTERNSHIP EXPERIENCE

EMPLOYMENT HISTORY

BUSINESS EXPERIENCE

Accomplishments in Experience

- Skills and knowledge
- Define responsibilities
- Problems solved
- Quantify information (numbers, percentages, dollars)
- Value of your work, how your work was implemented

Experience Examples

Healthcare Intern

August 2005 – Present

Mercy Systems, Des Moines, IA

- Create manual outlining procedures for new employee training
- Learn about all areas including operations and human resources
- Attend weekly department meetings

Pharmacy Intern

Summer 2006

Cass County Memorial Hospital, Atlantic, Iowa

- Prepared IV admixtures, chemotherapy, and TPN solutions
- Assisted with cart fill and exchange for patients
- Managed drug inventory and replenished inventory

Leadership Example

LEADERSHIP

Resident Assistant, August 2005 – Present

Drake University, Des Moines, IA

- Act as liaison between administration and students
- Complete extensive training on communication skills and crisis management
- Develop communication and counseling skills
- Plan activities to create a sense of community among residents

Phi Lambda Sigma, Fall 2008

- Served on committee which educates students about pharmaceutical issues

Campus Activities and Honors Examples

CAMPUS INVOLVEMENT

Health Sciences Student Organization, 2010-present

Feel Good Fridays, 2009-present

Donald V. Adams Leadership Academy, 2009

Phi Delta Chi Pharmacy Fraternity, 2008

HONORS

Drake University Alumni Scholarship, 2005-present

Dean's List, Spring 2006

President's List, Fall 2005, Fall 2006

Plough Pharmacy Scholarship, 2005

Certification & Licensure Examples

Certification and Licensure

-American Red Cross CPR/AED and First Aid, HIPAA Certified, Bloodborne Pathogen Training

-Pharmacy Intern No. 123

May 2009

Iowa Board of Pharmacy

Other Skills Examples

LANGUAGE

Fluent in Spanish

COMPUTER SKILLS

High proficiency with Microsoft Word, Excel,
PowerPoint and Internet services

Familiar with Company Data System

References

- Include as a separate page from the resume, with your name and contact information at the top, similar to the top of the resume
- Include 3-5 people who can speak positively on your behalf
 - Faculty/staff, employers, leaders in volunteer and service organizations
- Always ask the person if they are willing to be a reference and their preferred method of contact
- Write a thank-you note to your references
- Provide reference page when asked for it by the employer, generally after an interview

Reference Page Example

Karen Price

1335 34th Street • Des Moines, Iowa 50322 • 515-888-8888 • kprice@yahoo.com

REFERENCES

Jane Doe, Ph.D.
Professor of Pharmacy
Drake University
2507 University Avenue
Des Moines, Iowa 50311
515-271-0000

Bob Morgan
Healthcare Administrator
Mercy Systems
1111 Ashworth Road
West Des Moines, Iowa 50265
515-267-3333

Final Comments

- Use quality, bond white paper
- Do not fold or staple when sending
- Type envelope address
- Have multiple people proofread your resume
 - Professional & Career Development Services
 - Professors/Advisors
 - Supervisors
 - Peers

Additional Information

- For additional information, please contact Kelli Pitts, Professional & Career Development Services
- Email: kelli.pitts@drake.edu
- Phone: 515-271-1978
- Office: Cline 110