

# Resume Guide

The goal of your resume is to sell yourself. In fact, most employers decide whether to consider applicants for employment. Tailor your resume to the specific position for which you are applying and present your most relevant skills, experience, and achievements. Your resume's content must be clear, compelling, and free of writing errors.

## Consider Style and Format

- x Your resume should be clean and in a userfriendly format
- x Make information pop by experimenting with bold and italic typeface
- x Use headings to organize information

## Name

City/State (optional) Email Address Phone Number LinkedIn profile (optional)

## EDUCATION

University Name Location

Month and Year of Graduation

*Degree and field of study (e.g. Bachelor of Science in Construction Management)*

*Minor:*

*GPA (if 3.5/4.0 or higher):*

- x Optional items: study abroad, relevant coursework, academic honors

## PROFESSIONAL EXPERIENCE

Title, Organization Name Location

Dates of Employment (Month and Year)

- x Specific and relevant accomplishments, projects, or experiences beginning with action verbs related to the job description, expected duties, and transferrable skills
- x See above
- x See above

Title, Organization Name Location

Dates of Employment (Month and Year)

- x Specific and relevant accomplishments, projects, or experiences beginning with action verbs related to the job description, expected duties, and transferrable skills
- x See above
- x See above

## CAMPUS AND COMMUNITY SERVICE

Title, Organization Name Location

Dates of Participation (Month and Year)

- x Specific and relevant accomplishments, projects, or experiences beginning with action verbs related to the job description, expected duties, and transferrable skills
- x See above
- x See above

Title, Organization Name Location

Dates of Participation (Month and Year)

- x Specific and relevant accomplishments, projects, or experiences beginning with action verbs related to the job description, expected duties, and transferrable skills
- x See above
- x See above

## SKILLS

*Computer:* List software, social media tools, databases, statistical analysis tools, and other technical programs

# BenJones

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## EDUCATION

Morgan State University Baltimore, MD  
*Bachelor of Science in Construction Management*

May 2021

Relevant Coursework w1 43.2 608.74 Tm 0 G [(R)] TJ ET Q q Lrk

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, Philadelphia, PA

May 2022

GPA: 3.8

Relevant Coursework:

- x Sustainability in the Built Environment
  - x Real Estate Finance
  - x Behavioral Economics
  - x Real Estate Investment and Asset Management
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, Philadelphia, PA

January May 2021

- x Performed property inspections on a regular basis; made recommendations to maintain and enhance the assigned property portfolio
- x Managed vendor relationships and trained vendors on work order and billing procedures
- x Created a marketing

, Pittsburgh, PA

May August 2019

- x Developed and managed online marketing campaign for 50 clients, driving brand awareness, engagement, and website traffic
  - x Designed flyers, social media posts, and emails targeting prospective clients
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**C**

, Philadelphia, PA

March 2020-

Present

- x Distributed 300+ bags of food at weekly drive-through events and at the food bank
- x Collaborated with staff and volunteers to unpack and sort inventory

, Drexel University August 2019 - May 2020

- x Integrated members
  - x Tracked and reported success of social media campaigns using student engagement data
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- x Microsoft Office Suite
- x Google Suite
- x Salesforce
- x Asana
- x Trello
- x Social Media: Instagram, Facebook, TikTok