



# RUTGERS

School of Management  
and Labor Relations

## CAREER SERVICES

### RESUMES

#### PURPOSE

A resume is a document that outlines your career background, achievements, and work history. It is often the first impression an employer will have of a candidate so it is important that a resume is tailored to your industry or job of interest. A resume is not an autobiography or a record of ALL of your accomplishments, but rather a strategic look into the skills and experiences that make you a good fit for your role of interest. A resume helps you to land an interview, clarify your thinking about your own skills and goals, and tells a compelling story about your experience.

#### FORMATTING

- Use a 10-12-point font that is easy to read. Try Cambria, Georgia, Time New Roman or Calibri.
- .5-1" Margins on all sides.
- Avoid templates; Use Microsoft Word to write your resume. It will make it much easier to edit later on.
- Proof-read and spellcheck your document. A professional should also take a look for potential errors. Avoid personal pronouns (I, me, we, his, hers, etc.)
- Do not include a photo or headshot; Photos and headshots should only be added on Linked-In unless you are an urban/graphic design or arts major.
- Be consistent- structure your experiences sections in the same way.
- Reverse Chronological is the recommended format- include the most recent experiences first under each section.
- Top-load your resume with the most important information first. Consider adding a "Relevant Experience" section before your other experience sections.

#### BASIC RULES

- **Be Specific**- Use numbers, facts, and figures to add depth to your bullet points.
- **Be Brief**- Bullet points should be no longer than 1-2 lines.
- **Be Relevant**- You do not have to list *everything* that you have ever done; list the skills most useful to the employer. Use keywords found in the job description.
- **Be Honest**- Only include skills and experiences you are comfortable talking about.

#### RESUME SECTIONS

- Name and Contact Information
- Personal Profile/Summary of Skills
- Education
- Relevant Courses
- Academic Projects-Projects are a great way to leverage your experience from the classroom.
- Professional/Work Experience
- Honors and Awards
- Activities
- Professional Organizations and Affiliations
- Skills and Applications

# SCARLET KNIGHT

Human Resources Professional

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## PERSONAL PROFILE

**Ex:** Dynamic human resources professional with 10+ of experience in benefits, payroll, employee relations and staff management. Adept at oral and written communication with ability to deliver a message effectively across diverse groups and to upper management. Known for improving organizational and employee efficiency through a team-oriented approach. Skilled in all aspects of employee hiring, interviewing, onboarding, and recruitment. Interested in applying skills and experience a firm dedicated to innovation and quality like Johnson & Johnson

**NOTE:** A Personal Profile is a 3-4 sentence snapshot into your resume and experience. It is an opportunity to share your education, hard and soft skills, and interest in a company at the beginning of your resume. Be sure to write your personal profile in the 3<sup>rd</sup> person, and avoid personal pronouns. Information to include:

1. Your Education and Expertise
2. Your skills and experiences related to the job you are applying to
3. Your career trajectory or specific interest in particular company

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## EDUCATION

**Rutgers, the State University of New Jersey**, New Brunswick, NJ

School of Management and Labor Relations

**Master of Labor and Employment Relations (MLER)**

**Bachelor of Arts in Human Resource Management**

**Expected Graduation May 2020**

**May 2019**

**Relevant Courses:** Employment Law, Training and Development, Global HRM, Conflict Resolution in the Workplace

**NOTE:** You can also include your GPA (if above a 3.0), academic awards, certificates, and minors in this section. Leave off your high school information. You can include human resources certifications here as well.

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## PROFESSIONAL EXPERIENCE

**ADP, Parsippany, NJ**

**October 2017-Present**

Human Resources Generalist

- Collaborated with management to revise policies and procedures related to FMLA, benefits, and disciplinary action.
- Conducted through review of salary structures to better reflect the current labor market and financial needs of the organization while remaining competitive to recruit and retain for top talent.
- Improved employee retention by 40% through development of streamlined hiring and onboarding system, and initiating a new employee mentorship program to support staff development.

**NOTE:** The experience section can include all experiences relevant to the position, organization, or industry regardless of whether they are **paid or unpaid** (i.e. work experience, volunteer opportunities, internships, professional association/club involvement, leadership/on campus roles, community leadership).

- You do not need to list every task that you have completed within a role, but focus on the most important tasks and accomplishment related to the job you are applying to.
- Set up your bullet points in this way: **Action Verb + what you did+ how you did it + what were the results.**
- **Focus on accomplishments** like times when you were promoted, streamlined a process, or demonstrated effective leadership or management.
- Always include the organization, title, dates worked, and location.
- The activities and volunteer section should be formatted in the same way as the experience section, but should sell the transferrable skills from those experiences to your industry of interest.

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## SKILLS AND APPLICATIONS

**Technical:** Microsoft Office (Excel, PowerPoint, Word), Qualtrics, HTML, ADP Workforce Now, PeopleSoft

**Languages:** Fluent in French

**NOTE:** This section should be reserved to your technical skills and knowledge not personal attributes such as hardworking, motivated, etc. or skills such as analytical, planning or interpersonal

- Include computer, language, certifications/licenses, laboratory, graphic design, and social media if related to the position