

# RESUME GUIDE

## Section 1: Contact Info

- At the top center or right-hand side of your resume include your name, phone number, and email
- If you have a LinkedIn account add it with your email

## Section 2: Summary

- A professional summary statement is a brief paragraph (2–3 sentences) at the beginning of a resume
- It highlights a job seeker's key professional skills and experience
- It serves as an introduction to the resume, offering a snapshot of the candidates' qualifications.

## Section 3: Skills

- List your skills and abilities that are relevant to the position or career field that you are interested in
- List your hard skills (skills that you have training or have a certificate in such as welding, software, coding, typing)
- List your soft skills such as (communication, organization, time management, teamwork). You can do this using bullet points
- This is also where you can add bilingual and computer skills

## Section 4: Education

- Type your school's name, address (city & state), add your degree or major, and years in attendance
- If you did not go to school, add your recent/relevant training or highest degree earned from most recent to oldest in bullet points
- GPA optional

## Section 5: Work Experience

- Start with the most recent employer (reverse chronological order)
- Type in the job title, company name (you can reverse these), and dates employed.
- You can list up to 6 bullet points with solid action verbs in past tense that will detail the responsibilities/duties of the position

## Pro-Tips

- No more than 2 pages max
- Font Size: nothing smaller than 11 or 12
- Font Type: Stick to the basics and use a standard font that's widely recognized and readable
- Try to keep it consistent and legible



Career Services



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## Contact Us

Transfer, Internship and Career Center  
(TICC) in the College Center Room 252  
[crc-wexp@crc.losrios.edu](mailto:crc-wexp@crc.losrios.edu) or give us a call  
at (916) 691-7470

This resume cheat sheet card is designed to give you a step-by-step visual breakdown on how to create a resume. After completing your resume draft, if you want to have it reviewed, schedule an appointment or give us a call at (916) 691-7470.

## Your Name

City, State Zip • Phone number • email@email.com • LinkedIn

### PROFESSIONAL SUMMARY

A professional summary statement is a short paragraph (2–3 sentences) at the beginning of a resume that highlights a job seeker's professional skills and experience.

### SKILLS

In this section you will list your skills/abilities that are relevant to the position or career field that you are interested in. You will type in your hard skills (skills that you have training or have a certificate in such as welding, software, coding, typing) and your soft skills such as (communication, organization, time management, team work). This is also where you can add bilingual and computer skills as well. You can do this using bullet points.

### EDUCATION

In this section type your school's name, address (city & state), then add your degree or major, and years in attendance or if you graduated type in your graduated year. GPA is optional.

If you did not go to school then add your recent/relevant training or highest degree earned from most recent to oldest in bullet points.

#### Example:

(name up to 6 accomplishments, responsibilities or duties in bullet points)

Associate of Arts Degree, Business  
Cosumnes River College, Sacramento, CA

Anticipated May 2026

### PROFESSIONAL EXPERIENCE

Start with the most recent employer. Type in the job title, company name (you can reverse these), dates employed, and responsibilities/duties.

#### Example:

Job Title Organization, City, State 20xx-present

Duties: (name 3–5 accomplishments, responsibilities or duties in bullet points)