

Anatomy of a Résumé

Showcase your skills
with:

Accomplishment
Statements
&
Skills List

jamarharris@gmail.com

JAMAL HARRIS
Los Angeles, CA

555-555-5555

EDUCATION

Bachelor of Science in Health Science with option in Community Health Education
California State University, Long Beach

Spring 2017
GPA 3.7

CLASS PROJECTS

Group Leader

Jan. 2020 – Present

Global Health Epidemics 2001, Cal State LA Department of Public Health, Los Angeles, CA

- Organize group meetings and disseminate individual assignments for group members to progress project
- Research health epidemics in South America related to economic instabilities by reading articles, searching through newspapers and listening to podcasts
- Interviewed a public health official to learn about the industry and discuss solutions
- Develop a poster presentation that will be shown to the class to support visual learners

WORK EXPERIENCE

Student Assistant

Sep. 2019 – Present

Cal State LA College of Professional and Global Education (PAGE), Los Angeles, CA

- Create welcoming atmosphere for all guests who visit PAGE by always keeping a positive attitude and always following through on requests
- Triage questions and refer students and staff to appropriate resources to support office operations
- Prioritize data security when updating Excel databases to ensure sensitive information is never leaked

Front Desk Clerk

Aug. 2018 – Jan. 2019

The Best Bookstore, Los Angeles, CA

- Assisted patron product searches and made purchase recommendations to enhance customer experience
- Handled thousands of dollars per day through the cash register always closing out with the right balance
- Sold bookstore memberships to help frequent customers save money while increasing store revenue
- Received and signed for inventory drop-offs and input new products into the store catalog system

VOLUNTEER EXPERIENCE

Volunteer

May 2017 – Dec. 2017

Latinx Upward Mobility Organization, Pasadena, CA

- Canvassed multiple neighborhoods to better educate citizens on Latinx mobility issues
- Created original marketing materials such as posters, flyers, and handouts to invoke community support
- Utilized excellent interpersonal and global competencies to speak with people from all backgrounds

CSU HEALTH ALLIANCE CONFERENCE

Presenter

May 2017 – Dec. 2017

- Collaborated with a student team to present on public health advocacy to a conference with 300+ attendees
- Designed a visually engaging presentation and a reference guide to improve participant understanding

SKILLS:

Computer: Microsoft Excel, Word, PowerPoint

Languages: Basic knowledge of Spanish and Portuguese

Listing Skills vs. Showcasing them



Language Skills: Fluent in Spanish and Mandarin

Computer / Technical Skills: HTML, Flash, Adobe Photoshop & InDesign, Microsoft Excel & Word



Skills: Communication, leadership, organizational, problem solving, work ethic, teamwork

Computer Programming Experience

Web Design Intern

Tech Company, Inc.

June 2019 – Jan. 2020

Pasadena, CA

- Collaborated with a team to create a web store using HTML and Flash to attract new customers and enhance shopping experience



**What are the
top skills
employers
look for on
your
résumé?**

Career Readiness Skills Employers Seek from College Students

Career & Self
Development

Communication

Critical
Thinking

Equity &
Inclusion

Professionalism

Team Work

Leadership

Technology

Career-
specific
Skills

Sample: Skill Brainstorm

padlet

♥️ ↻ REMAKE ➦ SHARE

● Daniel Falch • 1m

Skill Brainstorm

Ability to work in team, Problem solving, Analytical, Communication, Initiative, Leadership, Technical, Flexibility, Strong work ethic

What skill do you want to showcase? ⋮

● dfalch 3h

Leadership

+

Where did you gain or improve this skill? ⋮

● dfalch 3m

Public Health Student Association

+

What professional or academic example can you share that proves this skill? ⋮

● dfalch 2m

As Vice President of the Public Health Student Association I oversaw a public health video project in collaboration with Golden Eagle Productions.

Why is this skill important in your industry? ⋮

● dfalch 3h

Leadership skills are important in Public Health because you are often trying to make positive change in your community. All good leaders are also effective positive change makers.

Look at your Syllabi: You're enhancing your skills in your classes

Specific Learning Objectives for BIOL 1010

1. Examine the relationship between the nature of science (NOS) and interpreting the biodiversity of life on Earth.
2. Identify and describe the properties of life.
3. Describe the levels of organization among living things.
4. Explain the flow of energy among organisms.
5. Explain how energy is utilized and transferred among organisms.
6. Analyze various metabolic pathways.
7. Discuss how enzymes function as molecular catalysts.
8. Describe what evolution is, the evidence for it, and how it operates resulting in changes in organismal structure and function.
9. Analyze the major kinds of interactions between organisms, and between organisms and their environment.
10. Explain the evolutionary and ecological basis of these interactions including, but not necessarily limited to, cost/benefit tradeoffs, sexual selection, and altruism.

Ability to
work in
team

Analytical
skills

Problem-
solving skills

Leadership

Communica-
-tion Skills

Flexibility /
Adaptability

Technical
skills

Strong work
ethic

Initiative

Upskill with LinkedIn Learning

- [How to Enhance your Marketable Skills Guide](#)

- [LinkedIn Learning](#)



Enhance your Marketable Skills
Career Development Center
California State University, Los Angeles
www.calstatela.edu/careercenter

You can enhance your skillsets right from home to develop additional competencies that employers require. [LinkedIn Learning](#), accessible from your myCalStateLA portal, offers over **5,000 courses** on anything from digital literacies, to transferrable skill development, to holistic practices like mindfulness and positivity.

Upon completion of a LinkedIn Learning course, you can **receive a certification** that can go on your **LinkedIn profile, résumé** or simply be a **talking point with employers**. With so many courses it may be difficult to know what you'd like to learn about first. Here are some tips to narrow it down so you can study what's most applicable to you.

Enhance your transferrable skills

Transferrable skills are skills that employers in every industry are looking for. Take some time to think about your [strengths](#) and find areas that you'd like to improve. Do you want to become a [better leader](#) or [more resilient](#)? Maybe you're looking for ways to be [more inclusive](#) or to [communicate better across cultures](#). No matter where you work transferrable skills are always in demand.

Enhance your digital skills

Find out what digital skills are most needed in your industry by looking at job descriptions of positions you're interested in. Perhaps it's a marketing position looking for someone with [Adobe Photoshop](#) experience or an accounting position seeking a [Microsoft Excel](#) guru, or maybe you anticipate sending emails all day using [Microsoft Outlook](#). With job descriptions, employers are spelling out exactly what they're looking for in candidates, now is your chance to develop digital skills based on their needs.

Become more effective working "remotely"

Working from home or "remotely" is becoming more prevalent in society. Having [time management](#) skills as you work from home is essential. There's also a good chance your new company might be using [Microsoft Teams](#), [Slack](#) or [Google Hangouts](#) in order stay connected and accomplish their goals. Maybe you need to create a [Zoom](#) meeting and invite your colleagues. Whatever "remote" topic you might be interested in, there's a good chance LinkedIn Learning has a course on it.

Embrace mindfulness

Navigating a career is rarely easy, but there are multiple tools you can use to improve your mental health and outlook. Many of us are looking for ways to [manage stress](#), [avoid burnout](#) or find [strategies for being more positive at work](#). [Mindfulness meditation](#) is a simple, effective way to make your work and personal life better. Being skilled in managing your mental health may be one of the most valuable tools for an employee today.

Learn things just for fun

Don't only focus on job-searching. It's also essential to have balance in your life. Maybe you want to [learn how to play the guitar](#) or take a course on [photography](#), or maybe you just want to sit back and see what it's like to be an [indie filmmaker](#), [cartoon animator](#) or [famous DJ](#). Tuning into these creative videos will help you develop your own creativity (a transferrable skill many employers are looking for!).

For more info and to **login to LinkedIn Learning** to start enhancing your skills go to:
<http://www.calstatela.edu/its/training/linkedin-learning>



- **Over 6,000 courses**