

# **Oregon** TECH

## Resume Tips for Business Majors

Employers are seeking candidates who have the skills, knowledge, and experience that match the job. Help them see that you are a good fit by keeping your resume focused, descriptive, and interesting, and make sure that you customize it for each opportunity. You can customize by changing the Summary, and/or by moving sections around depending on what is most important to the employer. IT majors: see the IT/SET example on our website.

### 1. CONTACT INFORMATION

Include your name in a larger bold font (18-24 pt). Underneath your name, using as few lines as possible, add your location, telephone number, email, and your LinkedIn URL if you have one. If you are relocating, do not include your current location as employers may think you do not want to relocate. Street address is not necessary.

**Brian Jones**

brian.jones@gmail.com | www.linkedin.com/in/brian-jones | 503.249.8874 | Portland OR

### 2. PROFILE or SUMMARY

Communicate both *what* you are seeking and a few of your *key strengths* related to the position you are seeking. Many employers see Objectives as outdated, so try a Profile or Summary instead (but include a mention of the position you're seeking). A Qualifications Summary with a few bullet points is great for those with more experience.

#### **Summary**

Marketing junior at Oregon Tech with coursework in (X and Y) and experience writing press releases seeking summer internship position at (name of company).

### 3. EDUCATION

List your education next. Include minor, specialization, emphasis or area of interest, and your GPA if it's a strength. Are you a student athlete or member of a club? Are you Six Sigma Green Belt certified? Did you receive a scholarship? On a pre-career resume, consider listing your relevant coursework too.

**NOTE:** employers tell us that if they have a GPA requirement (becoming more common) and you do NOT have a GPA on your resume, you will not be considered. It's safest to include your GPA if it's 3.0 or higher.

#### **EDUCATION**

Oregon Institute of Technology (Oregon Tech), Wilsonville OR

**Bachelor of Science in Business – Marketing Option**

June 2018

GPA: 3.4 Major GPA: 3.7 Dean's List – two quarters

#### **RELEVANT COURSEWORK:**

Marketing Research, Business Research Methods, Integrated Marketing Communications

Rather than a list of individual courses, you may include educational accomplishments:

#### **SKILLS, KNOWLEDGE AND ACCOMPLISHMENTS IN MARKETING**

- Developed integrated marketing campaign featuring digital marketing for a new product launch.
- Created an Excel spreadsheet to analyze the pricing and sales of two software programs.
- Analyzed consumer segmentation data to understand unmet needs in the power tool category.

## 4. PROJECTS / RESEARCH

Particularly for those embarking on a new engineering career, projects are a very important way to show your **applied knowledge**. Include all related projects, including those you have done on your own.

Working on a **senior project** is a huge commitment and a considerable accomplishment. You should have as much about this on your resume as you do about work experiences. You may include it in separate Projects section, or you may put it in your Experience section, since it is so similar to what you might accomplish in a work setting. Other less significant projects would be included in a Projects section. Discuss what you accomplished, and the skills and technology you used to get there.

### SENIOR PROJECT – Oregon Tech

#### Ziptt Snack Delivery Business

- Created a small business targeting Oregon Tech students and parents. Students and parents can order snack boxes during exam times and have them delivered to student residences.
- Wrote and executed a business plan including registering the business, obtaining financing, researching consumer needs, creating packaging, hiring staff, troubleshooting operations.
- Developed and executed an integrated marketing plan including social media marketing.

Employers place a high value on **team projects**. In industry, you will need to interact effectively with other engineers, vendors, contractors, and support staff. Indicating projects in which you are a contributing member of a team reflects valued and needed skills.

### TEAM PROJECTS – Oregon Tech

#### Sales and Sales Management

- Worked with a diverse team to create a sales presentation in PowerPoint directed at senior buyers for a construction equipment distributor.
- Presented to a group of students and faculty, and practiced overcoming objections and negotiation tactics.

## 5. EXPERIENCE

Use short, descriptive bullet points that begin with action verbs e.g., designed, improved) and highlight responsibilities, skills, and accomplishments. Explain how your work added value to the company and quantify results whenever possible. You can highlight either the position or the company, whichever you think is more important.

### MANAGEMENT EXPERIENCE

#### Folio Graphics, Wilsonville OR

Web Administrator

07/2017-09/2017

- Reorganized main website to ensure integrity.
- Designed user interface for transferring paper process to web, increasing customer base by 15%.

-OR-

Starbucks, Medford OR

#### Shift Supervisor

2015 - 2017

- Promoted to supervisor after six months.
- Opened and closed the location, reconciling a cash drawer of up to \$2,500 daily.
- Contributed to hiring, termination and other human resources decisions.

Experience less related to management may still convey many positive aspects of you as a candidate to employers. Whatever experience you have that conveys your strengths, include it in sections such as **Additional Experience** or **Military Service**.

## 6. SKILLS

This is the place to put “hard” skills, rather than soft skills such as communication or interpersonal skills. These are also valuable, but would be demonstrated in bullet points for your experiences, and in how well you communicate in your application, and your interview.

### SKILLS

*Applications:* Macromedia Dreamweaver, Adobe Photoshop, Illustrator, Microsoft Office (highly proficient in Excel), and Microsoft Outlook

*Operating Systems:* Microsoft Windows, Apple OS X

*Language:* Proficient in Spanish

## 7. CERTIFICATIONS

Certifications such as Six Sigma Green Belt should be included in a separate section. Associated project management skills may be included in your Skills section.

## 8. LEADERSHIP / INVOLVEMENT / AFFILIATIONS

Include any involvement in student clubs, professional organizations, and community activities. Be sure to highlight **leadership** roles or positions of responsibility. If extensive, include a separate section. If less extensive and all related to Oregon Tech, you may include in your Education section.

### Leadership and Involvement

Oregon Tech Broadcasting (member)

2016-2018

A student-run digital media program promoting campus culture and visual media through hands-on student production.

### General Resume Tips:

- NEVER use a template! The embedded tables and macros will not play well with applicant tracking systems. A plain Word document with simple formatting is best. See [www.oit.edu/career](http://www.oit.edu/career).
- Don't put your contact information in a header: applicant tracking systems won't be able to see it.
- Be organized, and consistent in the format of how you describe experiences.
- Quantify your experiences when possible: Provided tech support to user network of 1,000+ employees.
- Balance your use of text, bullets, blank space and margins.
- Begin all bullets with action verbs; past tense verbs for past accomplishments.
- Do not use I, me, my (they are understood). You may be more personal in your LinkedIn Summary.
- Do not include references or “References on request” – it's assumed.
- Within each section, use reverse chronological format.
- One page if possible, two is acceptable if you can take up at least half of the second page.
- Use **boldface** and *italics* selectively to highlight important information; avoid underlining.
- Shading (the little paint can on Word) and borders can make your resume look distinctive.
- Don't insert symbols or other graphics (except bullet points).
- NO typos – get someone else to proofread for you

**Once you have a text-based resume that showcases your strengths**, you MAY consider additional platforms to showcase what you've got to offer. These are by no means necessary, but if they fit with your personality and skills can be a way to differentiate yourself.

- **Graphic Resumes:** “Snazzier” formats only work if they communicate your strengths clearly. Don't be fooled into using lots of colors and graphics if it isn't easy to read.
- **Use your LinkedIn profile to showcase your awesome work!**  
An advantage of school projects is that they are non-proprietary (i.e., don't give away company secrets). You can add video, documents, pictures to your LinkedIn profile to really make it come alive.

# Chris Nguyen

(805) 544-1234

www.linkedin.com/in/chris-nguyen

chris.nguyen@gmail.com

---

## SUMMARY OF QUALIFICATIONS

- 3+ years' work experience including being promoted into supervisory roles.
- Project management experience using Excel and Access.
- Experience leading and working on diverse cross-functional teams.
- Extensive experience with customer service and sales techniques; strong interpersonal skills.

---

## EDUCATION

Oregon Institute of Technology (Oregon Tech), Klamath Falls OR

**Bachelor of Science in Operations Management**

June 2018

Major GPA: 3.6 Overall GPA: 3.4 Dean's List – 4 quarters

### *Related Coursework:*

Lean/Six Sigma Management I, II, III; Project Management; Advanced Technical Writing; Business Research Methods I, II; Organizational Behavior, Materials Management, Quality Management.

---

## INTERNSHIP

Northwest Paper Box Manufacturers, Medford OR

**Operations Intern**

06/17-09/17

- Contributed to a new system using Excel to streamline the budgeting process for new projects.
- Reorganized inventory system to prevent material shortages while minimizing on-hand inventory.
- Gave several presentations to upper management, supervisors, and team members.

## SENIOR PROJECT

Student Sustainability Group, Oregon Tech

09/2017 – present

- Developing a management tool using Microsoft Excel and Access to help reduce solid and electronic waste on campus. Departments regularly have leftover supplies that go to waste that could be used by others on campus.
- This project will create a database of surplus inventory, an internal financial system for transfer of assets, and a communications strategy to help promote its use.

## TEAM PROJECTS – Oregon Tech

- Developed alternative layouts for C&D Aerospace's Dado Assembly Area while optimizing man hours and material flow. 09/16-12/16
- Created Material Requirements Planning Program for three product structures containing parts with independent and dependent demand. 01/15-06/15

---

## SKILLS

*Software:* Microsoft Office: Advanced proficiency in Access; Proficient in Excel, Word, PowerPoint.

Basic knowledge of Outlook.

*Languages:* Bilingual Vietnamese/English; Conversational Spanish.

---

## WORK EXPERIENCE

Server, Pho Hong, Klamath Falls OR

2014 - 2015

- Worked 20-25 hours per week while attending school full-time.
- Promoted to shift supervisor.