

Here are a few things you can do to make your resume more advanced before you graduate:

❖ **Write a Summary instead of an Objective!**

Objective: Obtain a position where I have the opportunity to interface with customers and work in a team environment

VS.

Summary: A creative support professional with a record of increased responsibility. Proficient in prioritizing and completing tasks in a timely manner, yet flexible to multitask when necessary. Customer focused with diverse industry experience including publishing, non-profit and retail. Enjoys learning new programs and processes. A team player who is attentive to detail and able to work in a fast paced environment. Excellent oral and written communication skills.

❖ **Use more space on your resume to talk about your most related experience to the job you're applying for, and be detailed in your bullets!**

ABC Inc., Boston, MA

May 2011-August 2011

Marketing Intern

- Responsible for organizing all of the new client information
- Created flyers to inform clients of upcoming events
- Set up meetings with prospective clients and management

VS.

ABC Inc., Boston, MA

May 2011-August 2011

Marketing Intern

- Utilized Publisher and Photoshop to create flyers for various client networking events which accounts for 30% of our annual business
- Responsible for using Social Media tools like Twitter and Facebook to expand our client base and post company updates
- Provided outreach to prospective clients to inform them of our services, and gauge interest in future business relations which accounted for \$5,000 in revenue for the company
- Organized all new prospective and current client information using Excel

❖ **Other hints!**

- Create a free website (free through Google sites if you need to demonstrate a portfolio and add that link to your resume.
- Make sure your email on your resume is one you will continue to use after graduation.
- Remove the word "Candidate" or "Expected graduation" from you education section and just put the month and year you will be graduating.
- Remove High school and any positions more than 4 years old unless you're having a hard time filling a page.