



Nitsáhákees *Nahátá* *Íina* *Siihasin*
NAVAJO TECHNICAL UNIVERSITY

Office of Career Services

Résumé Development Guide

What is a résumé and how do I create one?

A résumé is a brief summary of your education, skills, abilities, accomplishments, and qualifications. Basically, it is a quick snap shot of who you are. While a résumé advertises your strengths to an employer, it is not an autobiography. Your résumé needs to be carefully written and only contain information that can sell you to an employer. Drafting a successful résumé requires you to know how to summarize your experiences and achievements in a brief, concise manner. Keep it short!

An important aspect of creating your résumé is focusing on transferable skills. If you have never been employed, you may think that you have nothing to put on your résumé because you have no paid work experience. However, many of your past experiences (leadership, community involvement, babysitting, volunteer work, extracurricular activities, competitions, etc.) have given you valuable professional skills and abilities, but it is up to you to make that clear to an employer. Focus on broad skills learned in various leadership positions or while volunteering, such as planning, organizing, advertising, fundraising, working in a team, office procedures, etc. These skills can be applied to multiple positions.

The following information is a breakdown of different forms of résumés, including headings and content. If you still have questions or want more in-depth guidance, please contact the Job Placement Coordinator at awilson@navajotech.edu or by phone at 505-786-4358. You can also stop by the Office of Student Services on the second floor of the Student Union Building (SUB). We are here for you!

Thinking About Your Accomplishments

Before you start drafting your résumé, let's think about your accomplishments. Employers want to know the areas that you excel in and what you're passionate about. Take some time and complete the spaces below.

Clubs, organizations, groups or extracurricular activities you have participated in while attending Navajo Technical University (ex: Student Senate, athletics, National Technical Honor Society, etc.):

_____	_____
_____	_____
_____	_____

Leadership positions you have held or plan to run for at NTU (ex: Student Senate President, President of National Technical Honor Society, manager of a sports team, etc.):

_____	_____
_____	_____
_____	_____

Workshops, conferences, or trainings that have provided you with valuable skill sets (ex: AIHEC, Skills USA, American Indian Studies Conference, AISES, etc.):

_____	_____
_____	_____
_____	_____

Awards and honors that you have received at NTU for competition or for athletics (ex: Winner of 2016 NTU Writing Contest, 1st place at AIHEC, National Technical Honor Society Award, etc.):

_____	_____
_____	_____
_____	_____

Résumé Must Haves

Personal Information/Heading

- Your full name, address (on-campus, permanent, mailing, or a combination), reliable telephone number with area code, and an email address you check all the time.

Education

- Name of school, location (city and state), degree received and major(s), and expected graduation date.
- Unless the position that you are applying for cares whether you are from the community, you should not include your high school information. You need to make room for other important information that could land you a job, internship, or other work experience.
- Other optional information to include: GPA, certifications, academic honors/awards/scholarships, or any relevant course work (e.g., bilingual education, Navajo language, etc.).

Experience

- Any experience that has taught you valuable professional skills should be included in this section. Remember, paid and unpaid experiences teach you something. You can also include any volunteer work, extracurricular activities, or leadership positions. Depending on your experiences, you might need to re-title this section. Some other headings include *Leadership Experience*, *Leadership & School Involvement and Volunteer Experience*, and *Community Advocacy & Volunteer Experience*.
- When including any type of experience, be sure to list the organization or company name, location (city and state), dates of involvement (how long did you work for them), your title or position, and two or three action statements that describe what you did.

Optional Sections

- *Skills*: you can include foreign languages, computer skills (e.g. Photoshop, Video Editing, Computer Programming, Proficiency in Microsoft Office, etc.), office skills, lab skills, any certifications (e.g. First Aid, CPR, Food Handlers, Fire Safety, etc.), or other relevant skills.
- *Awards & Honors*: you can list any significant awards or accomplishments. Be sure to offer a brief description of awards that are not self-explanatory or widely known (ex: Chief Manuelito Scholarship).

Tips For Formatting Your Résumé

1. Remember your résumé is a brief summary of your experiences and skills. Your résumé can vary in length, with margins between 0.5” and 1”.
2. Employers are interested in how legible your résumé is, not how pretty it looks. Use common fonts (ex: Times New Roman) sized 10-12.
3. Emphasize key information by using capitalization, italics, and bold-faced lettering. Be sure to keep any formatting consistent, meaning if one title is capitalized the rest of them should be the same and so forth.
4. List positions and experiences within each section in reverse chronological order, meaning you begin with the most recent at the top.

Types of Résumés

Depending on your personal circumstance and desired outcome, your résumé will look different than your peers. Below are four common types of résumés.

Chronological Résumé:

- Let's begin by defining the label "chronological." Simply defined, "chronological" is a series of events ordered by their occurrence throughout time. In other words, "chronological" is a list of things put into order based on time.
- Although a chronological résumé depicts events ordered by specific times, these events are listed in reverse chronological order, which means you begin by listing your most recent experience first and go backwards from there.
- You may begin with your work history (other labels include professional experience or work experience) by listing your most recent job first and going backwards to other positions you've held.
- While most employers prefer this type of résumé, it works best for job seekers with a strong work history, those who have a considerable amount of experience.

Functional Résumé:

- The word "functional" refers to a specific task or activity. A functional résumé focuses on your skills, abilities, experience, and aptitudes.
- As opposed to the chronological résumé, a functional résumé emphasizes your capabilities and is mainly used by those that are making a career switch or those who have gaps in employment. A functional résumé also works best for those that are reentering the work force after a brief absence, such as parents and someone who is retired.
- However, you will still need to include chronological information about your work history, but this is typically included at the bottom of your résumé, after you've emphasized your skills and abilities.
- Note: this type of résumé could be useful in highlighting your transferable skills, meaning skills picked up in various jobs which are applicable to a wide range of job opportunities. For example, if you did not directly work as a hiring manager, but gained the necessary experience through other work experiences, then a functional résumé could help you highlight your hiring skills, even though that wasn't your primary job.

Combination Résumé:

- As suggested, a combination résumé is a mixture of a chronological and functional résumé. This type of résumé lists your skills and experiences first. Next, your employment history is listed.
- A combination résumé highlights any skills that are relevant to the position you are applying for and provides employers with the chronological work experience they prefer.

Targeted Résumé:

- A targeted résumé is customized to specifically highlight any experiences and skills that are pertinent for the position you are applying for. A professional cook's résumé will look

vastly different than an auto mechanic. This type of résumé requires more attention and detail, but is well worth the effort.

Chronological Résumé Sample

LILY MANUELITO

1234 Lower Point Road ● Crownpoint, NM 87313 ● (505) 786-4358 ● l.manuelito@student.navajotech.edu

Education

Navajo Technical University, Crownpoint, NM

Bachelor of Arts in Diné Culture, Language, and Leadership

May 2017 (Expected)

- Cumulative GPA: 3.78/4.0
- Honors: Deans List, National Technical Honor Society, Chief Manuelito Scholar
- Relevant Coursework: Exploration of Different Cultures (Humanities 201); Foundations of Navajo Culture (Navajo 110); International Leadership (Navajo 121); Global Indigenous Leadership (Navajo 321); Cultural Revitalization: Problems, Solutions, & Possibilities (Navajo 411).

Diné College, Crownpoint, NM

Associate of Arts in Liberal Arts

May 2013

- Cumulative GPA: 3.8/4.0
- Honors: Deans List, Navajo Nation Scholarship Recipient

Work Experience

Science, Technology, Engineering, Arts, & Mathematics (STEAM) Lab, Navajo Technical University, Crownpoint, NM

First Year Mentor

Aug. 2015 – Present

- Advised first year students on academic services
- Tutored students in general education subjects
- Compiled data on common first year questions and concerns

Navajo Nation Human Rights Commission, Window Rock, AZ

Summer Intern

May 2016 – Aug. 2016

- Collaborated with commissioners to host community events
- Analyzed commission reports from the public for common trends
- Coordinated community efforts for prevention of violence against women campaign

Leadership Activities

Student Senate, Navajo Technical University, Crownpoint, NM

Vice-President

August 2015 – Present

- Promoted service learning through various community events
- Approved various student organizations' semester projects
- Developed mentorship program for first year students

Crownpoint Chapter House, Crownpoint, NM

Volunteer

August 2013 – Present

- Tutored k-12 students during after school program
- Coordinated community events

Functional Résumé Sample

LILY MANUELITO

(505) 786-4358 | l.manuelito@student.navajotech.edu

Personal Address

1234 Lower Point Road
Crownpoint, NM 87313

College Address

PO Box 849
Crownpoint, NM 87313

Education

Navajo Technical University, Crownpoint, NM

Bachelor of Arts in Diné Culture, Language, and Leadership

Associates of Applied Science in Law Advocate

GPA Overall: 3.8/4.0

Dean's List Awardee | Chief Manuelito Scholar | National Technical Honor Society

Expected: May 2017

May 2013

Experience

Chair, NTU National Technical Honor Society

Feb. 2016 – Present

Member

Jan. 2014 – Present

- Coordinated with local schools to offer tutoring programs
- Judged Navajo Nation Science Fair
- Advised underclass students on academic success
- Organized alumni mentorship program

Vice-President, NTU Student Senate

Aug. 2015 – Present

- Promoted service learning through various community events
- Approved various student organizations' semester projects
- Developed mentorship program for first year students
- Coordinated with faculty and administration to impact campus change

Volunteer, Crownpoint Chapter House, Crownpoint, NM

Aug. 2013 – Present

- Tutored k-12 students during after school program
- Coordinated community events such as health fairs and college fairs

Additional Activities

Member, NTU Native American Church

Member, Basketball Club

Childcare for family members