

Mannie Hernandez

Address, City, State Zip Code | Phone Number | Professional Email | LinkedIn URL

Education

West Virginia University | Morgantown, WV

May 20XX

Bachelor of Science in Business Administration

GPA 3.97/4.0

Major: Organizational Leadership

Minor: Psychology

Work Experience

Move for Hunger | Red Bank, NJ

May 20XX-Present

Event Planning & Program Management Intern

- Planned and facilitated a large-scale fundraiser, raising over \$5,000 for the organization
- Expanded the Move For Hunger network through various recruitment efforts and updated member retention and engagement data
- Researched current trends within hunger relief and food waste fields

West Virginia University Athletics Department | Morgantown, WV

September 20XX-March 20XX

Tutor

- Assist students in various courses including College Algebra, Human Inquiry and the Past, and Introduction to Psychology
- Obtained College Reading & Learning Association (CRLA) Certification
- Write evaluation reports and updates for each individual tutoring session

Volunteer Experience

Morgantown Community Kitchen | Morgantown, WV

September 20XX-Present

Volunteer

- Prepare and serve food to any in need and help support a safe, uplifting environment
- Collect donations from 10 local businesses once a week

Ronald McDonald House of Southern New Jersey | Camden, NJ

June 20XX-May 20XX

Volunteer (seasonal)

- Served on the 5k Ronald House Run Event committee and assisted in assigning all volunteers
- Prepared and cooked meals for families staying at the house and train volunteers on proper food preparation
- Answered phones in general office and assisted office staff as needed

Leadership & Involvement

Culturas WVU, Member

October 20XX-Present

MountaineerTHON, Recruitment Director

August 20XX-Present

- Arranged informational meetings to recruit participants and increase student involvement
- Developed a social media advertising campaign to encourage student participation and raise awareness

BB&T Emerging Leaders Certification

September 20XX

Honors

- Dean's List Fall 20XX, Spring 20XX
- President's List Spring 20XX, 20XX
- Bucklew Scholarship Award Recipient Fall 20XX

Resume Checklist

Personal Information

- Include your first and last name at the top in a large font (14-16pt).
- Phone Number:** List the number where you are most easily reached; set up a professional voicemail.
- Email Address:** Use a professional address, such as firstname.lastname@gmail.com. Avoid inappropriate prefixes, such as mountaineer.cutie@gmail.com.
- Address:** Different scenarios dictate which address (or addresses) you should include current, permanent, both, or none. If your address is close to the job location, include it. If the address is far away and you want to include your address, it can be beneficial to indicate that you are mobile or actively relocating since some companies find that they better retain talent who already live in close proximity.
- If you are active on LinkedIn, include the URL to your profile.

Formatting & Appearance

- Make sure your resume is one page.
- Use a readable font such as Calibri, Arial, Times New Roman (11-12pt).
- Differentiate sections by headings (e.g. Education, Work Experience, Involvement, Leadership).
- Put Education as the first heading, then organize headings in order of importance.

Education

- Include West Virginia University at the top of the Education section. Underneath, include Bachelor of Science in Business Administration.
- List Organizational Leadership as your major and include all minors and areas of emphasis.
- Add any undergraduate projects you have completed and include what you did, how you did it (research methods), and if you presented your findings.
- Add study abroad experience and include 1-2 bullet points about what the experience entailed.
- Include your GPA (always if above a 3.0; if below a 3.0, contact the CCD to discuss)
- Add honors (Dean's List, Scholarships, etc.). You can also create a separate section toward the bottom.

Work Experience, Leadership, Involvement, and Volunteering Sections

- List the name of the organization, the title you held, and the location (city, state).
- Put your start date (month and year) and end date (month and year).
- Bold or italicize job titles and/or the name of the organization.
- List experience in reverse chronological order (most recent first).
- Use bullet points to highlight your responsibilities and tasks.
- Use action verbs (present tense for current jobs, past tense for previous jobs).

Building Better Bullets

- Use quantifiable and measurable information in your bullets.
 - *BAD* Open-ended:** Helped managed children at summer camp
 - *GOOD* Measurable:** Managed over 250 children ages five to fourteen at a week-long day camp
- Ensure your bullet points are objective, rather than subjective or up to personal opinion.
 - *BAD* Subjective:** Experienced verbal communicator
 - *GOOD* Objective:** Delivered ten Ignite-style presentations to audiences ranging from 10-100 individuals on the topics of ethics in the workplace

Technical Skills

- Include technical (hard) skills, such as proficiency in various software systems.
- Do not simply list soft skills (e.g. teamwork or leadership). Demonstrate them via the bullet points of your experiences.