

# Resume Completion Guide

## Step 1: Replace Personal Information

Name: Replace Wildcat Willie with your full name at the top of the resume.

Email: Update the email address to your professional email (avoid nicknames or casual handles; use something like firstname.lastname@email.com).

Phone Number: Replace the placeholder number (210) 555-5555 with your current phone number.

## Step 2: Skip Professional Summary

Do not fill in the Professional Summary section.

This can be completed later during a Navigator session or a one-on-one appointment.

## Step 3: Update Skills Section

Add at least 5–6 skills divided into two categories:

Hard Skills (Teachable/Technical Skills): Photoshop, Lightroom, C++, Java, Banner, Banner 9, Navigate, Who's Next, Handshake Platform.

Soft Skills (Transferable Skills): Communication Skills, Work Ethic, Collaboration, Time Management, Adaptability.

## Step 4: Professional Experience

Start with your most recent or current job and work backward.

Include: Job Title, Employer Name, City, State, Dates (Month & Year started – Month & Year ended or 'Present' if current).

Bullet Points: Begin each bullet with a strong action verb. Use present tense for current roles and past tense for previous roles.

Example: Manage student inquiries and provide guidance on academic resources.

Delivered customer service by assisting students with ID pick-up.

## Step 5: Volunteer Experience

If you have volunteer experience, list it similarly: Role, Organization, City, State, Dates.

Add 2–3 bullet points describing what you did.

If you do not have volunteer experience, you can add any student organizations that you're part of at NVC.

## Step 6: Achievements & Awards

Include any honors, recognitions, or published work.

## Step 7: Education

List your degree(s), expected graduation date, and institution.

Example: Associate of Arts; Fine Art – May 2026, Northwest Vista College – San Antonio, TX.