

Resume Guide



LUTHER COLLEGE

CAREER CENTER

WHAT IS A RESUME?

Think of your resume as part of your personal brand— it's a quick and clear overview of your professional journey, background, and skills for potential employers. Plus, it emphasizes the unique experiences that help you stand out.

Just like you, your resume will keep growing and changing. As you gain new experiences and tweak your goals, your resume will do the same. Use this guide and reach out to the Career Center to make your resume as impactful as possible.

Pro Tips

- ★ The Luther community is invested in seeing students thrive in their career and life design. Making Alumni and other connections can open doors to career opportunities.
- ★ Offering a copy of your resume is often part of a professional introduction. The time and effort you devote to preparing your resume is a worthwhile investment in your future.
- ★ Resume writing is an art, not an exact science. Since resumes are unique to the individual, there are no "right" or "wrong" ways to approach this process, but there are things that you can do to highlight your skills.
- ★ You may need multiple versions of your resume in order to tailor the content for each position.

GETTING STARTED

PREPARING AN INITIAL RESUME DRAFT:

Make a list of your professional and educational experiences, technical and soft skills, CliftonStrengths, leadership positions, activities, awards/honors, and certifications/specialized training.

CHOOSING YOUR LUTHER NORSE TEMPLATE:



Sam Norse



Taylor Norse



Teacher Norse



Nurse Norse

Scan the QR code of your choice from above, login to your Luther account on a computer, duplicate and rename your resume, personalize it, and then upload it to Handshake.

Sam Norse follows the most common resume structure with the dates of your experiences listed in reverse chronological order (most recent experience first).

Taylor Norse allows you to tailor your resume to highlight your most relevant experiences at the top (even if they are not the most recent), by creating separate headings (relevant and additional experience).

Teacher Norse and **Nurse Norse** are industry-specific resumes that you may consider utilizing.

Concerned your preferred industry isn't included? Sam Norse and Taylor Norse provide a great base for multiple industries. Looking to refine your resume further? Connect with the Career Center to customize your resume.

Sam Norse

sam.norse@gmail.com | 576-370-XXXX | linkedin.com/in/sam-norse

EDUCATION

Bachelor of Arts, Luther College, Decorah, IA

Major: History

Minor: Communication Studies & Spanish

Expected May 20XX

Cumulative GPA: 3.X

SELECTED COURSEWORK (**Optional—suggested if courses are particularly relevant for your target internship or job**)

Scandinavian Immigration History, Public History, Golden Age of Atlantic Piracy, History and Material Culture, African Diaspora, Gender and Women's History, Environmental History, Human Geography, African-American History, Russian History

EXPERIENCE

Resident Assistant

August 2023 – Present

Residence Life, Luther College, Decorah, IA

- Lead 40 undergraduate students in residence hall by listening and responding to concerns, and holding students accountable to college policy
- Collaborate with 3 community leaders on floor to create, shape, and execute educational programs
- Participate in planning and implementing community building events and educational programs for residence hall, as directed by Hall Director in an effort to create a holistic living and learning environment for all residents
- Develop relationships with students on floor and organize regular floor gatherings to enable a smooth transition to college for first-year students and begin to create a sense of belonging
- Manage on-duty responsibilities serving as the point-person for any questions, concerns, or emergencies

Professor's Assistant

January 2023 – Present

History Department, Luther College, Decorah, IA

- Conduct study sessions to assist students with course material resulting in improved grades for participants
- Grade tests and weekly homework assignments to ensure students receive timely feedback
- Provide feedback to professor about common errors made by multiple students on a particular homework assignment

Marketing Intern

May 2023 – August 2023

Sparkle Marketing, Parkersburg, IA

- Collected and analyzed quantitative and qualitative data to help identify target audience
- Developed customized marketing plan to create market niche for client which was leveraged or used with multiple clients
- Redesigned database system to generate comprehensive, timely reports utilizing MS Excel

Camp Counselor

May 2022 – August 2022

Driftless Leadership Camp, Parkersburg, IA

- Planned events for up to 100 students to create a team environment for participants
- Facilitated weekly discussions with 20+ high school students to talk about character building

Graphic Design Intern

January 2022

Career Center, Luther College, Decorah, IA

- Coordinated creative content design, editing, and maintenance of marketing pieces throughout year
- Collaborated with staff on design and marketing to build a brand on campus
- Maintained clear understanding of Career Center programs, services, and events to spread awareness on campus

TECHNICAL SKILLS, CERTIFICATIONS, or LANGUAGES (**Choose a section header/location that fits your situation**)

Final Cut Pro

Adobe Creative Suite

Mental Health First Aid

HONORS, ACTIVITIES, SERVICE, or LEADERSHIP (**Choose a section header/location that fits your situation**)

Dean's List

PALS (youth mentoring program)

Luther College Cathedral Choir

Luther College Student Senate, Treasurer



Sam Norse Template

Taylor Norse

taylor.norse@gmail.com | 576-370-XXXX | linkedin.com/in/taylor-norse

EDUCATION

Bachelor of Arts, Luther College, Decorah, IA

May 20xx

Major: History

Cumulative GPA: 3.x

Minor: Communication Studies & Spanish

RELATED EXPERIENCE (Optional—suggested if you have experience relevant for your target internship or job)

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ADDITIONAL EXPERIENCE

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August 2023 – Present

Luther College Residence Life, Decorah, IA

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Adobe Creative Suite

Mental Health First Aid

HONORS, ACTIVITIES, SERVICE, or LEADERSHIP (**Choose a section header/location that fits your situation**)

Dean's List

PALS (youth mentoring program)

Luther College Cathedral Choir

Luther College Student Senate, Treasurer



Taylor Norse Template

FORMATTING

Font

Arial, Calibri, or Times New Roman are some of the most common fonts. If you choose a different font, be sure it is easy to read.

Font size

Your name: 14-18

The rest of resume content: 10-12

Margins

0.5" to 1.0"

Length (pages)

Resumes: 1

Resumes with practicum/clinical: 1-2

CV: 1-3

Section headings

Bold

Underlined from margin to margin

Experience

First line: position title (bold)

Second line: employer's name (bold), location using city, state abbreviation. Country may be added when applicable.



PRO TIP:

A poorly organized and written resume may eliminate you from consideration as a candidate for employment regardless of your qualifications.

It doesn't give you the chance to highlight the experiences that you have had and prospective employers may not be able to identify how your skills and experience align with the needs of the position.

Luther College wants you to shine.

Dates on Resume

- List the dates you held the position.
- Align them on the right side of the page.
- Include them on the same line as the position title.
- Indicate the range using an "en dash," which is a short dash.
- Use consistent month formatting. Options include:
 - Writing out each month Ex. August 2023–July 2025
 - Abbreviating each month Ex. Aug 2023–Jul 2025
 - Least preferred: Numerical months Ex. 8/2023–7/2025

WHAT NOT TO INCLUDE

- ★ Home address - Reduce bias and promote safety by leaving off your address. You could include city, state if advantageous.
- ★ Photo - Reduce bias and save your photo for your LinkedIn profile unless requested by the industry/employer.
- ★ References - Most online applications will have a separate section requiring references with contact information. To save space, remove these from your resume.
- ★ Soft Skills - Rather than having a separate section for soft skills, integrate them into your bullet points.
- ★ Career objective/summary - Most resumes do not include this heading choice to save space. This content could be better suited for your About section in LinkedIn.

INFORMATION TO INCLUDE

Contact Information

First Line

- **Your name**
 - Bold
 - Several font sizes larger than the font size used in the rest of the content
 - Employers may address you by your legal name if it's listed on your resume. If you wish to be addressed by something else, include that name instead.

Second Line

- **Primary phone number**
- **LinkedIn profile URL link (shortened by editing on LinkedIn)**
- **Your email address**
 - **First-years through juniors** may elect use your Luther email since you will keep it through graduation.
 - **Seniors** should consider creating a new personal email since you will lose access to your Luther email after graduation.
 - **Note: It's important to include an email address that is professional and that you will check regularly.**



WHEN APPLYING FOR A SPECIFIC POSITION

Highlight any requirements and responsibilities that match your experiences and skills. If possible, use words and key phrases directly from the job/internship posting. Many employers use keyword scanners to find matches between the position description and your resume.

Education

- List the schools you have received or are pursuing a degree from, beginning with the most recent.
- You no longer need to include high school information after your first year in college.
- Include the month and year of your graduation and the degree.
 - 'Expected Month Year' can be used until you finish the degree and then 'Expected' can be removed.
- Add your major(s) and minor(s).
- You may choose to include your GPA (cumulative or major) but it is not required. **Note:** Only include if 3.0 or above.
- You may decide to include **Relevant Coursework** in this section. While you are still in college and/or applying to internships or graduate programs you may use it to highlight specific knowledge and skills that you have learned through courses you have taken that are specifically related to the positions you are seeking or that highlight complementary training.

Experience

- When listing your experiences, you should include your job title, organization name, city and state, dates of employment, as well 2-5 bullet points describing your experiences in that position.
- Tailor your resume for each position you are considering! While some experiences may be used across resumes, it's important to consider which ones are most relevant to the desired position.
- Reference the following pages for additional tips on writing strong bullet points.

INFORMATION TO INCLUDE

Activities, Honors, Service, and Leadership



Activities show that you are a well-rounded individual and emphasize skills you have obtained through your co-curricular experiences.

- Note leadership positions you have held.
- Be aware that political and religious activities may introduce some bias into the recruiting process. Consider that when listing these activities.

By effectively using pertinent section headings, you can showcase items such as Dean's list, honor societies, athletic teams, music ensembles, clubs, or volunteer/service activities or awards. If you have received any awards or academic honors, this is a good place to highlight them.

Certifications, Technical Skills, or Languages



- **Certifications:** relevant to the position, such as Mental Health First Aid or something related to a technical skill (gained through a course, LinkedIn Learning, etc.)
- **Technical skills:** programs, languages, software, and other skills
- **Languages:** Add a language section if you know more than one language.

The Career Center helps students with job and internship search strategies

35,000+
Luther alumni in 100+ countries create a worldwide career network

95%
Luther grads report being employed, in grad school, or doing service work within 8 months of graduation

Luther Students have access to resources such as private interview rooms and career books

ACTION VERBS & BULLET POINTS

Crafting resume bullet points can be tricky so here are several tips and resources to help you learn this skill.

- Lead with an action verb (see examples on pp 13-15).
 - Ex: **Organized, Collaborated, Designed**
 - Leave off periods as they are not complete sentences
 - Refrain from starting with a description of the action verb (adverb). Ex: Precisely, Expertly, Effectively
 - See Action Verbs pages for ideas or use a Google search
- Make sure your verbs are in the correct tense.
 - Present tense is used for positions you still hold
 - Past tense is used for positions that are completed

Including **specific information** and **outcomes** helps you better tell your story to an employer.

- Quantify where you can (How many? How often?)
- Specific specific tools you used (Figma, programming languages, PowerPoint, InDesign, Canva, etc.)
 - Ex: Redesigned three database systems to generate comprehensive monthly reports utilizing MS Excel
- Use words directly from the job description to aid in application keyword searches/scanners from the employer.
- You can also use action verbs that showcase your soft skills and CliftonStrengths. Scan the QR code below.



**PRO TIP: Review your CliftonStrengths!
Sign in to Gallup.Com/Access or request
a code from strengths@luther.edu.**



ACCOMPLISHMENT STATEMENTS

Formula = Action Verb + Example + Outcome

Examples

Good: Tutored a 9th grade student

Better: Tutored a 9th grade student in physics

Best: Tutored a 9th grade student in physics, **using the course curriculum to raise the student's grade from a C to a B+ over the course of one year**

Good: Planned events

Better: Planned competitive events for middle school campers

Best: Planned a series of 5 competitive events for 150 middle school campers, **creating camaraderie and camp spirit**

Good: Established a composting program

Better: Established a composting program in 8 residence halls

Best: Established a composting program in 8 residence halls **which increased environmental awareness and decreased the amount of trash by 10%**

Good: Balanced cash drawer

Better: Balanced cash drawer after each shift

Best: Balanced cash drawer after each shift **with a 97% accuracy rate**

Build your own accomplishment statement...

_____ + _____ + _____
Action Verb **What did you do?** **What was the result?**

ACTION VERB EXAMPLES

Communication Skills

Addressed	Arbitrated	Arranged	Authored
Clarified	Collaborated	Convinced	Corresponded
Developed	Directed	Drafted	Edited
Enlisted	Formulated	Influenced	Interpreted
Lectured	Mediated	Moderated	Negotiated
Persuaded	Produced	Promoted	Published
Reconciled	Recruited	Spoke	Summarized
Translated	Wrote		

Creative Skills

Acted	Conceptualized	Created	Customized
Designed	Developed	Directed	Drafted
Edited	Enlisted	Established	Fashioned
Formulated	Founded	Illustrated	Initiated
Influenced	Instituted	Interpreted	Invented
Lectured	Mediated	Moderated	Negotiated
Performed	Persuaded	Planned	Produced
Promoted	Published	Reconciled	Recruited
Revitalized	Shaped	Spearheaded	Translated

Financial Skills

Administered	Allocated	Analyzed	Appraised
Audited	Balanced	Budgeted	Calculated
Computed	Controlled	Detailed	Developed
Estimated	Forecasted	Handled	Increased
Managed	Marketed	Maximized	Planned
Projected	Reconciled	Researched	Revamped

ACTION VERB EXAMPLES

Leadership Skills

Accelerated	Achieved	Acquired	Administered
Analyzed	Assigned	Attained	Chaired
Consolidated	Contracted	Coordinated	Delegated
Demonstrated	Directed	Earned	Eliminated
Evaluated	Executed	Expanded	Founded
Handled	Hired	Improved	Incorporated
Increased	Instituted	Managed	Motivated
Negotiated	Organized	Oversaw	Pioneered
Planned	Prioritized	Produced	Proposed
Recommended	Reduced	Reorganized	Resolved
Restored	Reviewed	Scheduled	Simplified
Strengthened	Supervised	Trained	Transformed

Research Skills

Analyzed	Arranged	Catalogued	Clarified
Classified	Collated	Collected	Compiled
Controlled	Critiqued	Diagnosed	Documented
Evaluated	Examined	Extracted	Filed
Generated	Identified	Inspected	Interpreted
Interviewed	Investigated	Monitored	Organized
Prepared	Processed	Recorded	Reviewed
Structured	Studied	Surveyed	Systematized
Tabulated	Tested	Transcribed	Validated

Teaching Skills

Adapted	Administered	Adopted	Advised
Advocated	Assessed	Assisted	Clarified
Coached	Communicated	Conducted	Coordinated
Counseled	Delivered	Demonstrated	Designed
Developed	Educated	Encouraged	Evaluated
Expedited	Explained	Facilitated	Familiarized
Focused	Guided	Individualized	Informed
Instructed	Interpreted	Led	Mentored
Motivated	Organized	Persuaded	Planned
Prepared	Presented	Referred	Represented
Stimulated	Supported	Tutored	

Technical Skills

Arranged	Assembled	Built	Calculated
Computed	Designed	Devised	Engineered
Fabricated	Implemented	Launched	Maintained
Operated	Overhauled	Programmed	Remodeled
Repaired	Solved	Upgraded	

Why should I use Action Verbs?

- ★ **Action verbs make accomplishments and experiences stand out, creating a more dynamic impression.**
- ★ **Verbs energize achievements, highlighting abilities and skills with greater clarity and confidence.**
- ★ **A variety of action verbs enhances overall tone, prevents repetitive language, and demonstrates a diverse range of competencies that can showcase versatility.**

INDUSTRY ENHANCEMENTS

Here are some tips for **specific** industries. Consider reaching out to alumni, employers, or faculty for more industry-specific advice.

Accounting

- Education section
 - Include “Completed 150 hours by (month year)” on the line after major(s).



Art

- Contact information
 - Include a link to your online portfolio.



Computer/data science

- Contact information
 - Include your GitHub link
- Technical Skills section (consider the following sub-headers within this section)
 - Languages:
 - Operating Systems:
 - Database:
 - Tools:



Graphic design

- Some industries may want applicants to illustrate more creativity in their resumes. Make sure the content and font styles are still visually clear and uncrowded.



INDUSTRY ENHANCEMENTS

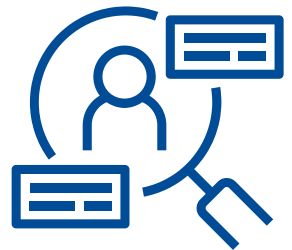
Theatre (optional sections)

- Professional Headshot Photo
- Stage Management Experience
 - Production title, position title, director's name, location, year
- Performance Experience
 - Production title, role, director's name, location, year
- Productions (if only one or two)



Research Experience (optional section if 2+)

- Research Projects/Research
 - Title, class/professor's name, Luther College (other institution)
_____ Dept., City, State
- **Example:**
 - Research Assistant, Dr. Sam Norse,
Luther College Biology Dept., Decorah,
IA
- Dates should be aligned on the right, just like other experiences.
- Lab Techniques/Skills
 - DNA:
 - Protein:
 - Other:



Teacher Norse

teacher.norse@gmail.com | 576-370-22xx | linkedin.com/in/teacher-norse

EDUCATION

Bachelor of Arts, Luther College, Decorah, IA

May 20xx

Major: Elementary Education

Cumulative GPA: 3.xx

Endorsement: Reading K-8

Licensure Certification: Iowa Elementary Teaching K-6

STUDENT TEACHING AND PRACTICUM EXPERIENCE

Reading Intervention, Second and Fifth Grade

January 2023

Fairmont Elementary School, Fairmont, MN

- Utilized research based instructional strategies for individualized interventions
- Analyzed testing data from informal and standardized assessments to track the growth of reading intervention students
- Worked in a fast-paced environment with other team teachers to accelerate student learning
- Evaluated teaching practices through lesson reflections, recorded lessons, and discussions through peer teacher evaluations

Fifth Grade

October 2022 – December 2022

Fairmont Elementary School, Fairmont, MN

- Designed lessons and assessments to meet Common Core standards
- Performed instructional responsibilities in a positive, approachable way while building relationships with students
- Promoted a positive classroom environment through collaborative learning opportunities, partner work, and learning games

Kindergarten

August 2022 – October 2022

Bertha-Godfrey Elementary, Algona, IA

- Served as a team teacher with cooperating teacher and two classroom teaching associates
- Problem solved behaviors through individual interventions and parent meetings
- Analyzed observational and testing data to track student growth from classroom instruction
- Managed small group instruction in math and reading to best service diverse learning needs and individualize instruction

Second Grade

January 2022

North Union Elementary, Swea City, IA

- Created a science unit on landforms and the Earth aligned with NextGen science standards
- Differentiated lesson material, work, and assessments to meet the needs of diverse learners
- Informed instruction through critical analysis of pre-assessments, formative assessment, and post-assessment to track student understanding and growth

First Grade

January 2021

John Cline Elementary, Decorah, IA

- Gained experience with various instructional methods by observing a first-grade teacher
- Monitored students during small group time to reinforce instructional content and manage behaviors



Teacher Norse Template

RELATED EXPERIENCE (Optional—suggested if you have experience relevant for your target job)

Library Technical Services Student Worker

August 2021 – May 2023

Luther College, Decorah, IA

- Developed independent work and organizational skills
- Serviced the Luther community by bringing in resources through interlibrary loan
- Trained new student workers explaining job duties and expectations

Youth Programming Summer Assistant

Summers 2020 & 2021

Iowa Extension and Outreach, Estherville, IA

- Designed and led engaging, educational day camps and workshops for area youth ages 5–18
- Organized and supervised volunteers at day camps, workshops, and county fair events
- Demonstrated strong communication skills working with parents, youth, and volunteers

Assistant Librarian

July 2017 – August 2020

Armstrong Public Library, Armstrong IA

- Planned the children’s summer reading programs
- Revitalized the children’s section by relabeling and reorganizing it to be more user friendly
- Serviced the public by finding resources and materials to best meet patrons’ needs

ADDITIONAL EXPERIENCE (Optional—can show transferable skills and foster interview talking points)

Resident Assistant

August 2021 – Present

Luther College Residence Life, Decorah, IA

- Lead 40 undergraduate students in residence hall by listening and responding to concerns, and holding students accountable to college policy
- Collaborate with 3 community leaders on floor to create, shape, and execute educational programs
- Participate in planning and implementing community building events and educational programs for residence hall, as directed by Hall Director in an effort to create a holistic living and learning environment for all residents
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Camp Counselor

May 2020 – August 2020

Driftless Leadership Camp, Parkersburg, IA

- Planned events for up to 100 students to create a team environment for participants
- Facilitated weekly discussions with 20+ high school students to talk about character building

CERTIFICATIONS or TECHNICAL SKILLS (Optional—choose a section header that fits your situation)

Adobe Creative Suite

Mental Health First Aid

HONORS, SERVICE, or ACTIVITIES (Optional—choose a section header that fits your situation)

PALS Mentoring Program, Co-President

Students Helping Our Community, Volunteer

Luther Student Education Association, Leadership Team Member

Cantorei Choir, Member



Teacher Norse Template

Nurse Nurse

nursenurse@luther.edu | 563-387-xxxx | www.linkedin.com/in/nursenurse | Website (optional)

EDUCATION

Bachelor of Arts, Luther College, Decorah, IA
Major: Nursing

December 202x
Cumulative GPA: 3.xx

CLINICAL EXPERIENCE

Capstone Experience

June 2023

University of Iowa Hospitals & Clinics, Iowa City, IA

Acute Care: Stem Cell Transplant and Cellular Therapies Unit (120 hours)

- Established strong relationships with 20+ oncology patients via therapeutic communication and patient-centered care
- Provided safe and effective patient care under RN supervision, while applying nursing knowledge and clinical judgment
- Improved time management and prioritization skills through coordination of care for several patients with a variety of nursing needs

Clinical Practicum

September 2022 – May 2023

Mayo Clinic, Rochester, MN

Acute Care: Colorectal surgery (40 hours), Neurology (40 hours), Cardiac PCU (40 hours), Hematology/Oncology (40 hours)

Adult and Pediatric Behavioral Health (80 hours)

Pediatrics (48 hours), **Obstetrics** (48 hours)

ICU (12 hours), **OR** (8 hours), **Radiology** (7 hours)

Outpatient clinic (20 hours)

- Monitored relevant assessment data of critical patients to recognize subtle changes in clinical condition
- Wrote and executed individualized care plans for patients that carefully considered the nursing assessment process

Clinical Practicum

January 2022 – May 2022

Winneshiek Medical Center, Decorah, IA

Acute Care: Medical-Surgical, Same Day Services, Emergency Department (38 hours)

- Learned how to assess and manage patients in the fast-paced environment of an ER
- Performed vital signs and head-to-toe assessments on patients and administered daily medications with clinical instructors with an emphasis on continuity of care

Simulation Lab Experience

September 2021 – Present

Luther College Nursing Department, Decorah, IA

- **Synthesis of Clinical Practice Across the Lifespan:** Practice on-the-spot problem-solving with critical patient scenarios from birth to end-of-life, synthesizing knowledge and skills gained throughout the nursing program (42 hours)
- **Pharmacology Simulation:** Delivered care to a variety of patient scenarios with an emphasis on medication administration (27 hours)
- **Pathways to Practice:** Developed basic nursing assessment and intervention skills (64 hours)

RELATED EXPERIENCE

Patient Care Technician

May 2022 – Present

Mercy Medical Center, Cedar Rapids, IA

- Collaborate with other healthcare professionals including RNs, social workers, physical and occupational therapists, and care coordinators to provide exceptional patient-centered care on a Clinical Decision Unit
- Build rapport with patients through open communication and a calm presence in order to effectively assist with ADLs, ambulation, monitoring intake and output, and vital signs while promoting an emotionally supportive environment

Luther Student Nurses Association (LSNA)

September 2020 – Present

Luther College Nursing Department, Decorah, IA

- **Secretary:** Record minutes and attendance, handle scheduling, and coordinate events with the LSNA Board, Nursing Department, and fellow peers
- **Disaster Relief Director:** Coordinate fundraising efforts to contribute toward current local and international disasters as well as efforts to support general health promotion among students on campus
- **General Member:** Attend meetings to learn about various areas of nursing, help with fundraising opportunities, and build relationships with peers, alumni, and faculty



Medical Mission Trip

January 2022

Luther College Center for Global Learning, Roatan, Honduras

- Delivered volunteer nursing aid to under-served locals by transporting clinic and medical supplies up unpaved roads to their remote villages
- Provided on-site healthcare services, such as screenings, triage, and medication administration, to locals who attended Clínica Esperanza (Clinic of Hope, free clinic)

WORK EXPERIENCE

Human Anatomy Lab Assistant

August 2020 – Present

Luther College Biology Department, Decorah, IA

- Assist faculty in multiple lab sections for BIO 115 students of all majors and years with a high percentage of first-year nursing students
- Instruct students on skeletal, muscular, circulatory, respiratory, digestive, and reproductive systems through lab practice and cat, cow, and sheep dissection
- Mentor students seeking additional academic and/or emotional support through individual and group study

Barista

April 2019 – January 2022

Starbucks, St. Paul, MN

- Built excellent customer service skills through daily interactions with patrons
- Learned how to work in a fast-paced environment while maintaining a positive and professional demeanor

CERTIFICATIONS & TECHNICAL SKILLS (Optional—choose a section header that fits your situation)

American Heart Association Basic Life Support

U.S. Health and Human Services: Culturally Competent Nursing Care

Association of Clinical Research Professionals: Ethics and Human Subjects Promotion

IHI Basic Certificate in Quality and Safety

Mental Health First Aid

Google and Microsoft Suite

HONORS, SERVICE, or ACTIVITIES (Optional—choose a section header that fits your situation)

Dean's List

Luther College Dance Marathon

Luther College PALS (volunteer youth mentoring club)

**Nurse Nurse Template****PRO TIP:****Ask at least one other person to review your information before submitting it. The Career Center can help you.**

DIFFERENCES BETWEEN A RESUME AND A CV

- Resumes tend to be more concise (1-2 pages) whereas a CV goes into more detail about your publications, presentations, and the whole course of your career.
- CVs are most often required for graduate and professional school applications, along with research positions. They are more comprehensive (>1 page) including sections like: research, projects/ presentations, professional experiences, honors/awards, and publications.
- To cite on a CV, follow APA formatting:
 - Surname, Initials, Surname, Initials, & Author, Initials. (Date). Title of article. Title of Periodical, volume(issue number), page numbers.

Connect with the Career Center or your faculty if you have more specific questions. We're here to help you.



PRO TIP:

Carefully proofread before submitting your document.

GENERATIVE ARTIFICIAL INTELLIGENCE

Generative AI (like ChatGPT, Google Bard, etc.) can be a helpful tool in the process of crafting or refining your resume BUT, it is only a tool and cannot be a stand-alone process. Here are a few simple tips to help you capture that delicate balance:

- **It's all about the PROMPTS.** If you give AI a bad prompt there's a good chance you won't get reliable information. If you don't like the info that you get the first time, try it with a different prompt. The more specific the prompt the better!
- **Creativity > Computers.** In a world where generative AI can generate a fairly decent resume bullet point or a strong start to a cover letter in a matter of seconds, it can be really tempting to cite its work as your own. However, an AI can never know the true impact a professional experience had on you and what you truly learned from it. Take some time to reflect on the way you'd like to present your goals and knowledge through your experiences. It will make you a stronger applicant and more informed individual in the long run!
- **EDIT Carefully.** This is not the time to copy/paste the first reply that you get. Customize it. Make it into your own language. Make sure the work you're putting out matches your strengths, skills, and experiences!
- **Confidentiality.** Many generative AI tools will intake and save your uploaded information. For the sake of privacy and cybersecurity, make sure you're not uploading confidential information or information that you wouldn't want others to have access to.

Supporting your self-awareness
and confidence as you design your life.

LUTHER COLLEGE

CAREER CENTER

CHOOSE YOUR RESUME TEMPLATE

1. Scan your QR code of choice below
2. Sign into your Luther account from a computer
3. Make a copy and rename the template
4. Customize the template
5. Upload your resume document to Handshake



Sam Norse



Taylor Norse



Teacher Norse



Nurse Norse

Ways to connect with the Career Center

- ★ Schedule a 1:1 Coaching Appointment via Handshake
- ★ Drop-In for a Career Lab, Union, 2nd Floor
- ★ Visit [Luther.edu/Career](https://luther.edu/career)
- ★ Email Career@Luther.edu
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