

Resume Approval Process

Milestone 3
PROMOTE
Develop Your Brand

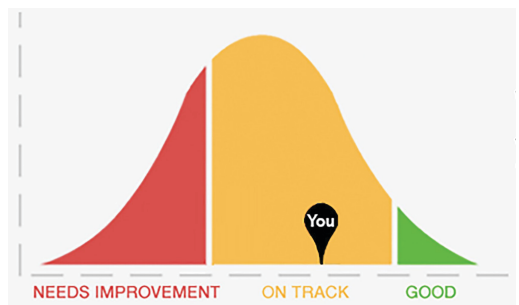


STEP ONE vmock

VMock is a virtual resume review & critique system to increase efficiency in the resume process at UNC Greensboro. Students will upload their resumes to the platform and receive real-time feedback 24-hours a day to improve scores and efficiency. Vmock is the best way to get students started on their 1st drafted resume. This makes it easier for students to move forward with their resume and begin applying for jobs in Handshake!

Complete the following steps to upload your resume in VMock:

1. Log in to VMock with your UNCG credentials (vmock.uncg.edu)
2. Use the Resume Guide and review examples to get started with your resume
3. Upload your resume as a PDF and wait 30 second for your VMock score
4. Review the provided feedback by clicking on “view feedback” (blue button) to see the detailed feedback
5. Make necessary edits to reach a score of 65
6. Upload your resume to Handshake for approval



PLEASE NOTE: YOU ONLY HAVE 10 RESUME UPLOADS MAX PER ACADEMIC YEAR

STEP TWO handshake

Handshake is a one-stop university recruitment platform made for students to be able to find amazing jobs and internships! Connect with over 250,000 great companies and non-profits, all in Handshake. Once you score a 65 or higher on VMock follow these steps to upload your resume on Handshake and apply for jobs!

Need to work during school? Apply in Handshake now for on or off campus jobs. Each job will contain a description, requirements, and contact information.

Complete the following steps to upload your resume into Handshake and apply for jobs:

1. Log in to Handshake using your UNCG credentials (handshake.uncg.edu)
2. Click on your name in the top right corner
3. Choose “Documents”
4. Add new document (name your document with your first name, last name, and “Resume”)
5. A member of the Career & Professional Development Team will approve your resume within 48 business hours
6. Apply for jobs using your approved resume



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careers@uncg.edu | cpd.uncg.edu



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Building a Resume

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Additional things to note:

- No spelling or grammar errors.
- Use white space between sections.
- Use standard font styles such as Times, Calibri, Arial, Verdana, etc. Use 10–12pt size!
- Consistent margins top, bottom and sides (.05–1.0 in)

- 1 • Name is BIG! 14–20pt size!
- One phone number and one email address!

- 2 • This section is optional!
- If you include it, it must be targeted to a specific job, industry or field.
- Must not begin with personal pronouns like “I”.

- 3 • Use FULL name of institutions with city, state. Ex: The University of North Carolina at Greensboro, Greensboro, NC
- Degrees spelled out accurately!
- List month and year of expected graduate date
- Optional: Include GPA if 3.0 or higher
- List institutions in reverse chronological order (most recent first)

- 4 • List Job Title, Company/organization name, city, state, and dates (month and year to month and year)
- Descriptions start with an action verb in proper tense; not with personal pronouns.
- Descriptions emphasize relevant skills and accomplishments—these statements answer: How? Why? What? For whom?
- When using bullets, use consistent format with periods or no periods
- Arrange each experience in reverse chronological order by start date

- 5 • This section is optional: (Leadership/Extra-Curricular Activities/Research or Class Projects/Community or Volunteer Experience/ Internship/Clinical Rotations/Observations)
- Format and arrange this section just like the experience section.

- 6 • Include special computer, language (specific level of fluency) or career/technical skills.
- Soft skills like communication skills should be demonstrated through your experience section, not listed here.

Last Note: Do not include references. The phrase “References Available Upon Request” should not be used. This is assumed.

Your Name

Your Address • Phone Number • Email Address • LinkedIn URL (optional)

Objective or Profile (optional)

3–4 bullet points that describe the value, skills, knowledge, experience that you provide the employer. Key areas can include transferable skills, soft skills, technical skills, areas of knowledge. If included, the objective must be targeted to a specific job industry or field. Unless you have industry experience, you should NOT include a profile summary. Do NOT include personal pronouns (I, my, me).

Education

Bachelor of (Science or Arts), Full name of Major

University of North Carolina Greensboro (UNCG), Greensboro, NC

Your future graduation date

Relevant Coursework: (3–5 course names that are descriptive and speak to your qualifications)

GPA: (include if 3.0 or higher)

Professional Experience

Your Title

May 2018–Present

Company Name, City, State

- Identify major transferrable skills gained starting with an action verb in proper tense; not with personal pronouns
- Explain how you fulfilled your job duties—exceed expectations, meet goals, surpass requirements
- Describe your skills in terms of level—efficiently, effectively, accurately

Your Title

June 2017–October 2018

Company Name, City, State

- Include specific outcomes of your efforts—did your project get implemented? Did you help the overall company mission?
- Include any technical proficiencies gained specific to your career field i.e. Peachtree Accounting Software
- Descriptions emphasize relevant skills and accomplishments answering: How? Why? What? For whom?

Relevant Projects (optional – format like previous sections)

Title of Project, Class Name, Semester completed

- Brief description of accomplishments, what your role was, and any results or skills gained. Begin with an action verb.

Leadership Experience (optional – format like previous sections)

Your Title, Previous Title

August 2018–Present

Name of Organization (campus club or organization), UNCG

- List all experiences in reverse chronological order by start date
- Describe the leadership skills gained in your duties. How many people did you lead?

Your Title

August 2017–May 2018

Name of Organization (i.e. church, civic organization), City, State

- Describe the leadership skills gained in your duties
- Describe major outcomes of your efforts in these roles

Your Title

May 2016–August 2017

Name of Organization, UNCG

- When using bullets, use consistent format with periods or no periods

Skills

Computer: MS Word, Excel, Access, and PowerPoint and any others you have

Social Media: if applicable as a selling point for your skill set

Language: list proficiency level (Basic, Intermediate, Fluent)



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Objectives vs. Profiles

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What you need to know

- Objectives and Profiles are **OPTIONAL!**
- Place the objective or profile just below the contact information
- Indicate skills sets you can offer, potential outcomes if they hire you, and focus on employer needs
- Use keywords that appear in job postings & identify your strengths (what makes you stand out from others?)
- Do not include personal pronouns (“I”, “my”, “me”)

Mariana Clarinet	
Thomasville, NC 27360 • 336.906.9052 • mclarinet@uncg.edu	
Objective	
To obtain a position with Winston Salem Symphony using musical background and knowledge gained from experiences and education background	
Education	May 2020
Bachelor of Music in Music Education College of Visual & Performing Arts, UNC Greensboro	
Honors: Graduated with Honors and magna cum laude Recipient of Arts United of Davidson County Young Artist Scholarship	
Performances and Professional Development	
Member, Phi Kappa Lambda Honor Music Fraternity	May 2019–Present
Member, Society for Music Theory	September 2018–Present
Attendee, Music Theory Southland Conferences, American Musicological Society Conferences	January 2018–May 2018
Participant, UNCG Wind Ensemble	January 2018–April 2018
• Participated in a variety of tours across the United States	
• Performed at American Bandmasters Association conference	
Organizer and Principal Performer, UNCG quartet quartet, Camera Quartet	October 2017–December 2017
Music Related Experience	
Clarinet Instructor, Private Studio, Winston Salem, NC	April 2019–Present
• Instructed clarinet students from area middle and high schools	
• Prepare students for auditions, develop musicianship, and compose musical examples and exercises	
Student Teaching, Lottford Middle School, Thomasville, NC	January 2018–May 2018
• Supported cooperating teacher in all aspects of teaching in band classroom	
• Conducted full-band rehearsals as well as private lessons and sectionals	

Objectives

- May not be necessary if you are providing a cover letter for a position
- Short, concise statements that convey why you are writing the resume
- Highlights what kind of career you are seeking and what skills and experiences you have to offer

vs.

Profiles

- Include **ONLY** if you have industry experience so that you move toward a certain career direction
- Keep it concise (1–4 sentences or bullet points) showcasing what you have to offer
- Highlight specific qualifications and skills beneficial to the position
- May be necessary if you are changing a career path

Examples

OBJECTIVE

To obtain a part-time position, utilizing superior customer service skills to increase company sales and provide a position experience for all patrons.

OR

PROFILE

- Proven experiences in reaching sales goals and self-motivated to succeed
- Excellent customer service orientation and ability to work in team environment
- Possesses effective organizational and communication skills



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Section Headings

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Breaking your resume up into easy-to-read sections helps the employer quickly see your qualifications. Below are some suggestions to get you started.

ACADEMIC PROJECTS
ACCOMPLISHMENTS
CO-CURRICULAR ACTIVITIES
ATHLETICS
AWARDS/HONORS
CERTIFICATIONS
COMMUNITY INVOLVEMENT
EDUCATION
INTERNATIONAL EXPERIENCES
INTERNSHIP EXPERIENCE
STUDY ABROAD
LEADERSHIP EXPERIENCE
MEMBERSHIPS & AFFILIATIONS
OTHER EXPERIENCE
PRESENTATIONS
PUBLICATIONS
RELATED WORK EXPERIENCE
RELEVANT COURSEWORK
RESEARCH
SKILLS
VOLUNTEER SERVICE
WORK EXPERIENCE
CLINICAL ROTATIONS
STUDENT TEACHING

Consider including specialized sections such as “**Marketing Internship**” instead of simply Internships or “**Community Outreach**” as opposed to simply “Volunteering”. The choices should reflect what will be most applicable to the employers who will read it.



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Action Verbs

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Strong action verbs are used to describe experiences. Articulate your experiences using a bullet point format (rather than paragraphs) to be concise for the reader. Lead with an action verb.

Management Skills

administered, assigned, chaired, coordinated, contracted, controlled, delegated, developed, directed, evaluated, managed, organized, oversaw, planned, prioritized, spearheaded, supervised

Communication Skills

clarified, collaborated, communicated, convinced, corresponded, directed, edited, encouraged, influenced, mediated, negotiated, promoted, produced, publicized, recruited, represented

Research Skills

assessed, analyzed, classified, documented, examined, identified, inspected, observed, reviewed

Creative Skills

authored, conceptualized, created, customized, designed, directed, established, founded, initiated, integrated, introduced, invented, originated, performed, pioneered, researched, started

Teaching Skills

adapted, addressed, advised, clarified, coached, communicated, coordinated, enabled, guided, instructed, stimulated, strengthened, trained

Tips

If your experiences were in the past, then you will use past tense verbs.

If you are currently working, then you will use present tense verbs.

Description Examples

- Enforced pool standards at all times, in order to ensure a safe swimming environment for all visitors.
- Created and distributed posters and pamphlets across the state to promote safe swimming procedures.
- Recruited, trained, and supervised two Junior Lifeguards.

Technical Skills

calculated, computed, constructed, designed, fabricated, gathered, input, maintained, modified, operated, overhauled, programmed, upgraded

Helping Skills

advised, assisted, counseled, demonstrated, diagnosed, familiarized, educated, expedited, facilitated, inspired, motivated, rehabilitated, stimulated, supported

Financial Skills

allocated, appraised, audited, balanced, budgeted, compiled, forecasted, marked, projected, surveyed

Clerical or Detail Skills

arranged, assembled, catalogued, implemented, monitored, purchased, reviewed, referred, scheduled, systematized, tabulated, validated

Accomplishments

accomplished, achieved, attained, expanded, improved, increased, recommended (solutions), resolved (problems), restored, transformed



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Example Resume

AMY CHO

24 Bonnie Lane | Greensboro, NC 27402 | 336-334-5454 | amycho@email.edu | linkedin.com/pub/amycho

OBJECTIVE

Seeking a research-related position in the marketing field where experience in market research, skills in social media and metrics can be applied

EDUCATION

UNC Greensboro (UNCG), Greensboro, NC December 2022

Bachelor of Science in Marketing

GPA: 3.62 Dean's List, 5 semesters

Related Courses: Marketing Research, Economic and Business Statistics, Business Communications

MARKETING INTERNSHIP

Fresh Market (company headquarters), Greensboro, NC Spring 2019

Marketing Intern

- Gathered data from company databases and created Excel reports for marketing team
- Participated in weekly updates and assisted with creating reports for district meeting
- Accomplishment: Presented research project results on "Highest Revenue Store Sites" to marketing team

MARKETING RESEARCH PROJECTS

International Marketing Course, UNCG Fall 2019

- Conducted online database research to evaluate local company's competitors in target market
- Created successful marketing plan which achieved export of product in new foreign market
- Received an 'A' on presentation of results and presented to company owner and class

Consumer Behavior Course, UNCG Spring 2018

- Partnered with client, UNCG Dining Services to provide recommendations
- Designed, tested, administered, and evaluated results of surveys given to dining customers
- Conducted focus groups and in-depth interviews of faculty, staff, and student diners
- Compiled results into booklet and PowerPoint presentation delivered to class

CUSTOMER SERVICE EXPERIENCE

AT&T Wireless, Greensboro, NC

Collections Specialist January 2019–Present

- Train 25–30 new hires on policies and procedures and routinely check for adherence
- Work 20–25 hours weekly while in school full time
- Review customer credit records and make decisions about cellular phone account activation

SKILLS

Analytics: Google AdWords and familiar with SPSS

Computer: MS Office (Word, Excel, PowerPoint), Social Media marketing for Facebook, Twitter, LinkedIn

Language: Beginning Spanish and French



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Example Resume

Karen Ahmed

1234 Spring Garden Lane
Greensboro, NC 27405
KarenAhmed55@uncg.edu
(336) 444-8977

OBJECTIVE

Seeking a position as a Health Educator at the Greensboro Community Center, utilizing skills in health advising, programming, and workshop facilitation to provide a positive and educational experience for all visitors.

EDUCATION

UNC Greensboro (UNCG), Greensboro, NC

Bachelor of Science in Public Health

May 2023

Minor in Communication Studies

Major GPA: 3.45 Dean's List: 4 Semesters

Relevant Coursework: Contemporary Issues in Health Education, Public Health Administration, Global Health Epidemics, Women and Public Health, Exploring Health Concerns in the African-American Community

PUBLIC HEALTH EXPERIENCE

Triad Rehabilitation Center, Greensboro, NC, **Intern**

June 2019–Present

- Develop and present health education and promotional programs, including volunteer training workshops and community health education presentations.
- Create and distribute health education materials, including brochures, bulletins, and visual aids.
- Maintain cooperative working relationships with community agencies and health organizations.

Wilkes Community Center, Greensboro, NC, **Intern**

January 2018–May 2019

- Collaborated with health specialists and community agencies to address local health concerns.
- Supervised 15 volunteers, in an effort to implement organizational programs, objectives, and goals.
- Conducted evaluations to assess the quality of monthly HIV awareness, prevention and treatment workshops.
- Managed databases, mailing lists, telephone networks, and other information as requested.

PUBLIC HEALTH RESEARCH PROJECTS

Global Health Epidemics Course, UNCG, Greensboro, NC

Addressing Contemporary Issues within the African Diaspora

Spring 2019

- Facilitated a 30-minute discussion to a class of 50 peers, focusing on preventative measures, international policies, and future endeavors surrounding global health awareness and education.
- Conducted quantitative research regarding health concerns throughout Africa, including malaria and HIV.

ADDITIONAL WORK EXPERIENCE

Richardson Fitness Center, Greensboro, NC, **Weight-Room Assistant**

August 2018–Present

- Use superior customer service and multitasking skills to greet members and complete tasks, to develop a positive environment for all visitors.
- Conduct tours and fitness orientations of the Student Recreation Center to members and guest.
- Provide a clean and safe environment by upholding facility policies.

SKILLS

Proficient in Microsoft Office (Word, Excel, PowerPoint)



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Example Resume

Amit Patel

3 Melody Court ♦ Greensboro, NC 27265 ♦ (336) 444-5555 ♦ patel@email.edu

EDUCATION

UNC Greensboro, Greensboro, NC
Bachelor of Arts in Communication Studies, GPA: 3.7 December 2021

Randolph Community College (RCC), Asheboro, NC
Pre-Major Business Administration, GPA: 3.8 May 2019

INTERNSHIP EXPERIENCE

Virgin Records – Publicity Department, New York, NY
Publicity Intern Summer 2019

- Assisted in coordinating two publicity events where over 100 guests attended
- Assembled and mailed artist press kits using machine
- Created and updated company databases, and handled several administrative tasks simultaneously

LEADERSHIP ACTIVITIES

Chi Omega Fraternity, UNCG Chapter, Greensboro, NC
President August 2020–Present

- Conduct weekly chapter meetings and delegate job responsibilities to other officers as appropriate
- Participate in biweekly conference calls with National Headquarters in Memphis, Tennessee

Vice President August 2019–May 2020

- Maintained records of all members' grades and class schedules
- Held position as director of scholarship and programming for probationary members

Student Government Association, RCC, Asheboro, NC
First Year Representative August 2018–May 2019

- Attended monthly meetings and served on social committee to help plan campus-wide events

COMMUNITY OUTREACH

Make-A-Wish Foundation
Volunteer October 2020

- Helped raise \$5,000 to grant a wish
- Engaged in many fund-raising events including Cup for a Kid, car washes, and concerts

Susan G. Komen Breast Cancer Foundation
Volunteer April 2019

- Organized Concert for a Cure, which raised \$700 for the Susan G. Komen Foundation

RELATED EXPERIENCE

Maxie B's, Greensboro, NC
Sales Consultant February 2019–Present

- Consult with customers planning for weddings and special events to provide excellent customer service

Dance Hall, Inc., High Point, NC
Co-Director and Dance Instructor August 2017–May 2018

- Coordinated end of year recitals, special event performances, and parade entries

SKILLS & INTERESTS

Computer – Microsoft Office, including Word, PowerPoint, and Excel
Language – Fluent Spanish



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