Resume Builder: FCC Edition

Table of Contents

Getting Started

How to Use This Guide
- **Start with self-reflection** – Identify your skills, experiences, and career goals using the *Self-Reflection Worksheet*.
- **Understand resume structure** – Learn what goes into each section with the *Anatomy of a Resume*.
- **Choose your format** – Pick from *Chronological*, *Functional*, or *Combination* examples that fit your background.
- **Polish your presentation** – Apply tips from *Formatting 101* to make your resume professional and easy to read.
- **Tailor your content** – Use AI tips and career community keywords to match your resume to the role you want.
- **Evaluate your work** – Check your resume against the *Resume Rubric* to make sure it's strong and complete.
- **Use support services** – Meet with an academic advisor for personalized feedback, resources, and connections.

Why Meet with Career and Academic Planning Services (CAPS)?
Whether you're exploring your options, searching for a job, or preparing to transfer, CAPS is your personal support team for all things career related. Here's how we can help you move forward with confidence:

Discover Your Path
- Not sure what major or career is right for you? We'll help you explore your interests, strengths, and values so you can find a direction that fits.
- Tools like the RIASEC assessment and career exploration resources will help you narrow down your options.

Build Your Application Toolkit
- Get expert feedback on your resume, cover letter, and LinkedIn profile so they reflect your best self.
- Learn how to tailor your materials to stand out in today's job market.

Practice Makes Prepared
- Nervous about interviews? We'll walk you through what to expect and offer mock interviews to help you build confidence.
- Learn how to talk about your experience and skills—even if you're just getting started.

Connect with Employers
- Explore on-campus recruitment events, career fairs, and employer info sessions happening right here at FCC.
- Discover internships, part-time jobs, and full-time opportunities through platforms like Handshake.

Plan for the Long-Term
- Whether you're transferring to a 4-year school or going straight into the workforce, we'll help you plan your next steps.
- Learn strategies for networking, goal setting, and professional development that will serve you beyond graduation.

Step 1: Build Your Resume Foundation

Self-Reflection Worksheet

Use this worksheet to brainstorm what matters most in your resume. Your story is unique — this tool helps you identify the skills, experiences, and strengths that will shine to employers.

1. **Identify Your Career Goals**:
   What type of job, internship, or career path are you aiming for?

   _____
   _____
   _____

   What interests you about this field or role?

   _____
   _____
   _____

2. **Highlight Your Strengths**:
   What are your top 3 strengths that make you a great candidate?

   (Think about soft skills like communication or time management and hard skills like computer software or technical ability.)

   1_____
   2. _____
   3. _____
   Where do you use these strengths? (In school, work, volunteering, parenting, etc.)

   _____
   _____

3. **Inventory Your Experience**:
   List 1-3 meaningful experiences you've had. These can be jobs, school projects, caregiving, leadership, or volunteer roles.

   Experience 1**:**
   - What was your role? _____
   - Where? _____
   - What did you do and accomplish?
     - ○ _____
     - ○ _____

   Experience 2**:**
   - What was your role? _____
   - Where? _____
   - What did you do and accomplish?
     - ○ _____
     - ○ _____

   Experience 3**:**
   - What was your role? _____
   - Where? _____
   - What did you do and accomplish?
     - ○ _____
     - ○ _____

4. **Education and Training**:
   Where are you currently enrolled or recently graduated from?
   - School: _____
   - Program/Major: _____
   - Graduation Date (or anticipated): _____

   List relevant coursework, certifications, or credentials you've earned:
   - _____
   - _____
   - _____

5. **Your Skills Toolbox**:
   What tools, technologies, or job-specific skills do you know how to use?
   Examples: Microsoft Excel, Canva, CPR certified, bilingual, welding, QuickBooks
   - _____
   - _____
   - _____

   What soft skills do you use regularly in your work, school, or life?
   Examples: Problem solving, communication, multitasking, adaptability
   - _____
   - _____
   - _____

6. **Values & Work Style**:
   What kind of environment helps you do your best work?
   ☐ Fast-paced ☐ Team-based ☐ Independent ☐ Structured ☐ Creative
   ☐ Flexible hours ☐ Clear direction ☐ Helping others ☐ Other: _____
   What motivates you to work hard or stay committed?
   _____
   _____

7. **Next Steps:**
   What are 2 things you still need to learn or improve on for your career goals?
   1. _____
   2. _____
   What is one action you'll take this week to move forward with your resume or career plan?
   _____

8. **Focus2Career Results (Optional):**
   What is your RIASEC code? _____
   Having taken Focus2, what are your top 5 recommended careers?
   1. _____
   2. _____
   3. _____
   4. _____
   5. _____

Alumni: The Hidden Career Resource

One of the most valuable (and often overlooked) resources in your career journey? **FCC alumni.** These are professionals who were once in your shoes—and many are eager to give back by supporting current students. Whether you're just starting to explore your options or preparing to apply for a job or internship, connecting with alumni can give you an edge.

Why Connect with Alumni?
- **Get real advice** from someone who's worked in the field you're exploring.
- **Gain insight** into companies, job titles, and industries you're curious about.
- **Strengthen your resume** by asking for feedback from someone who knows what hiring managers look for.
- **Expand your network**—you never know who might open the door to your next opportunity.

How to Find and Reach Out to Alumni

You don't need to figure it out alone. Use these tools to help you connect:
- **Handshake** – Some alumni stay active in Handshake to post jobs or share advice.
- **LinkedIn** – Use the "Alumni" tab on FCC's LinkedIn page to search by major, job title, company, or location.
- **Informational Interviews** – Ask alumni if they're open to a quick chat so you can learn about their career path and gather advice.
- **Faculty Connections** – Instructors often keep in touch with former students—ask if they know anyone you can reach out to.

Tips for Reaching Out
- Keep it short and polite. Let them know you're a current FCC student and what you hope to learn.
- Don't immediately ask for a job. Focus on building a connection and learning from their experience.
- Always thank them for their time—and stay in touch if they're open to it!

Quick Wins
- Use a sample message from Career Services to reach out with confidence.
- Ask your advisor or career coach to help you prepare questions ahead of time.
- After the conversation, reflect on what you learned and how it can help shape your next steps.

Sample Message to an Alum

> **Subject:** FCC Student Seeking Career Insights
> Hi [Alum's Name],
> My name is [Your Name], and I'm currently a student at Frederick Community College studying [Your Major]. I came across your profile and noticed that you've worked in [Industry/Job Title/Company], which is an area I'm really interested in exploring further.
> I was wondering if you might be open to a brief 15-20 minute conversation so I can learn more about your career path and any advice you may have for someone starting out in this field. I'd really appreciate your time and insights!
> Thank you so much, and I hope to hear from you soon.
> Best,
> [Your Full Name]
> [Phone Number] (optional)
> [LinkedIn profile or FCC email address]

Step 2: Understand Resume Structure

Anatomy of a Resume

"Profile" now replaces the standard "Objective"

Start with the most recent , or in progress degree, then work backward

Start with the most current job, then work backward. Focus the work experience to the job to which you are applying, even if it is volunteer work

YOUR NAME
City, State | Phone | Email

PROFILE
This section requires that the candidate clearly identify soft skills and hard skills that demonstrate to the reader qualities, qualifications, and strengths that are relevant to the position for which one is applying. It can take the form of a bulleted list or a paragraph that is 5- 7 sentences. The strongest strengths should be emphasized first.

EDUCATION
Name of College/University | City, State   Expected Date
Type of Degree

Relevant Coursework: This section can be used if the candidate has limited work experience. Only the most relevant courses to the major should be listed here in a two-column bulleted format.

Projects: This section can be used to highlight specific projects within academic coursework that demonstrates skill and experience within a particular area.

Research:

Awards:

WORK EXPERIENCE
Title, Name of Organization | City, State   Start Date to End Date
- Accomplishment statements
- Start with strong active verbs and indicate what you did and accomplished
- Example: Supervised 20-40 sports camp participants during two golf camps and one basketball camp. Oversaw dormitory stay and ensured timely arrival at camp and meals

Title, Name of Organization | City, State   Start Date to End Date
- Accomplishment statements

CLUBS/ORGANIZATIONS
Role, Name of Club/Organization | City, State   Start Date to End Date
   Accomplishment statements

VOLUNTEER/COMMUNITY SERVICE
Role, Name of Organization | City, State   Start Date to End Date
   Short description of project

TECHNOLOGY/COMPUTER SKILLS
- For example, Microsoft Office Suite, any platform specific to industry

Step 3: Choose Your Resume Format

When creating a resume, it's important to choose the format that best tells your story. Here are the three most common types:

Chronological Resume

This is the most commonly used format. It highlights your work history in reverse chronological order, with the most recent job first. It's ideal for students with consistent work experience.

Best for: Students with part-time jobs, internships, or related work experience.

Jordan Taylor
Frederick, MD | 555-123-4567 | j.taylor@email.com

PROFILE

Motivated business student with strong communication, organization, and leadership skills, ready to apply classroom knowledge to real-world challenges. Experienced in customer service and sales, consistently meeting targets and ensuring client satisfaction. Proven ability to work well in teams and take initiative to lead projects. Eager to contribute business skills and drive positive results in a professional setting.

EDUCATION

Frederick Community College | Frederick, MD   Anticipated May 2026
A.A.S. Business Management, 3.4 GPA

Relevant Coursework:
- Principles of Marketing
- Business Communications
- Financial Accounting
- Intro to Business

Projects:
- Team leader in capstone marketing simulation project
- Developed customer survey and data analysis for local retail business

WORK EXPERIENCE

Sales Associate, Target | Frederick, MD   May 2023 – Present
- Provided customer support and maintained high satisfaction ratings.
- Met and exceeded weekly sales goals through effective product knowledge and customer engagement.
- Assisted in training and mentoring new employees to ensure smooth onboarding.

Cashier, Weis Markets | Frederick, MD   June 2021 – April 2023
- Handled transactions quickly and accurately while delivering friendly customer service.
- Offered product recommendations to enhance customer shopping experiences.
- Supported store merchandising efforts and seasonal promotion setups.

CLUBS/ORGANIZATIONS

Business/Accounting Club | Frederick Community College   March 2022 – Present
- Collaborated with peers to organize networking events and guest speaker sessions.
- Assisted in promoting club activities on social media to increase student engagement.

TECHNOLOGY/COMPUTER SKILLS

Microsoft Excel	Microsoft Word
Google Workspace	Email Communication Platforms
Point-of-Sale Systems	Social Media Channels

Functional Resume

This format focuses on your skills and strengths rather than your job titles or employment dates. It's great for those with limited experience or career changers.

Best for: First-year students, returning students

Melissa Jones
Frederick, MD | 555-123-4567 | m.jones@email.com

PROFILE

Detail-oriented Event Coordinator Assistant with hands-on experience planning and executing community and educational events. Skilled in managing logistics, coordinating volunteers, and collaborating with vendors to ensure seamless event delivery. Strong communicator adept at creating promotional materials and maintaining clear lines of communication among all stakeholders. Organized and efficient, with a proven ability to handle multiple tasks and track event outcomes to support continuous improvement.

SKILLS/QUALIFICATIONS

Event Coordination
- Assisted in planning and executing educational workshops and community events, ensuring smooth logistics.
- Coordinated event schedules, volunteer assignments, and venue setup to optimize attendee experience.
- Communicated with vendors, library staff, and community partners to secure necessary resources.
- Managed event registrations and tracked attendance for reporting and improvement purposes.

Communication
- Drafted promotional materials and social media posts to increase event awareness and participation.
- Served as a liaison between volunteers, staff, and attendees, providing clear and timely information.
- Prepared post-event reports summarizing outcomes and feedback for continuous improvement.

Organization & Administration
- Maintained detailed records of event planning timelines, budgets, and supplies inventory.
- Prioritized multiple tasks efficiently to meet deadlines in a fast-paced environment.
- Assisted with budgeting and expense tracking to ensure events remained within financial guidelines.

WORK EXPERIENCE

Event Coordinator Assistant, Frederick County Public Library | Frederick, MD   January 2025 – Present

VOLUNTEER EXPERIENCE

Student Ambassador, Frederick Community College | Frederick, MD   October 2024 – Present
Youth Program Assistant, Boys & Girls Club of Frederick | Frederick, MD   August 2024 – Present

EDUCATION

Frederick Community College | Frederick, MD   Anticipated May 2026
General Studies

Combination Resume

This is a mix of functional and chronological formats. It starts with skills and achievements, then lists work experience in reverse order. It's great for showing off both skills and relevant experience.

Best for: Students with a few related roles or internships and strong skill sets.

Bob Smith
Frederick, MD | 555-123-4567 | b.smith@email.com

PROFILE

Motivated STEM student at Frederick Community College with a strong academic record and hands-on experience in tech troubleshooting and support. Passionate about solving real-world problems and planning to pursue further studies in engineering or data science. Eager to join a forward-thinking team and build a strong foundation for a lasting career. Active in Tech Club leadership and growing technical skills through ongoing certifications.

SKILLS/QUALIFICATIONS

- Technical Proficiency: Python, MATLAB, Microsoft Excel, Google Sheets
- Data Analysis: Lab report development, interpreting experimental results, identifying trends
- Project Collaboration: Group problem-solving, clear documentation, team communication
- Time Management: Balancing coursework, part-time work, and extracurricular projects

WORK EXPERIENCE

Lab Assistant (Part-Time), Frederick Community College | Frederick, MD   September 2025 – Present
- Supported science faculty in setting up labs for biology and chemistry courses.
- Prepared and tested lab materials and equipment, ensuring safety and accuracy.
- Collected and organized student lab results for instructional review.
- Provided peer support during lab sessions, answering basic questions and ensuring protocols were followed.

CAMPUS INVOLVEMENT

STEM Scholars Club – Vice President, Frederick Community College | Frederick, MD   January 2025 - Present
- Helped coordinate speaker events, peer tutoring sessions, and STEM outreach to local high schools.
- Collaborated with faculty and students to promote STEM engagement on campus.
- Organized monthly club meetings and promoted student participation through digital flyers and announcements.

EDUCATION

Frederick Community College | Frederick, MD   May 2025
STEM Technology A.A.S.

CERTIFICATION

Introduction to Data Analytics Certificate, Google Career Certificates via Coursera   Completed June 2025

PROFESSIONAL ORGANIZATIONS

Member, techfrederick | Frederick, MD   January 2024 – Present

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Additional FCC Major Resume Samples: Check out this resource for sample resumes by majors/programs of study.

Step 4: Polish Your Resume

Formatting 101: How to Make Your Resume Shine

Your resume isn't just about what you say - it's also about how you present it. A clean, well-organized format helps your accomplishments shine and shows attention to detail. Follow these tips to create a resume that's easy to read, visually appealing, and professional.

General Style Guidelines

- Length: Keep it to one page, unless you have extensive relevant experience or multiple degrees.
- Margins: Use 0.5"–1" margins for balance and breathing room.
- Font Style & Size: Stick with clean, professional fonts like Myriad Pro (FCC's preferred), Arial, or Calibri. Use 10–12 pt font for body text and 14–16 pt for section headers.
- Consistency: Choose one style for dates, locations, job titles, and stick with it throughout. This includes bolding, italicizing, and alignment.

Layout Tips

- Section Headers: Use bold, underline, or small caps (sparingly) to make section titles stand out.
- Alignment: Left-align all text for readability; center-align only your name/contact info at the top if desired.
- Spacing: Use space strategically. A little extra spacing between sections helps guide the reader's eye.
- Bullet Points: Align bullets properly, keep them concise, and begin each with a strong action verb. Aim for 1–2 lines per bullet—no paragraphs.
- Color Use: Stick to black for most text. If you add a touch of color (e.g., name or headings), choose one accessible color such as dark blue or gray. Avoid red, yellow, or green for readability and professionalism.

File Type

- Always save and submit your resume as a PDF with a clear and professional file name to preserve your formatting across devices.

Using AI to Build a Stronger Resume

Your resume isn't just about what you say - it's also about how you present it. A clean, well-organized format helps your accomplishments shine and shows attention to detail. Follow these tips to create a resume that's easy to read, visually appealing, and professional.

Start With Good Prompts

Try giving AI specific instructions. The more details you provide, the better your results will be.

For Resume Formatting and Structure

- What's a good resume format for a college student with no professional experience?
- Can you create a basic resume template using my information? _(education, experience, skills].
- How should I organize a resume for a part-time job while I'm still in school?

For Tailoring to a Specific Job

- Based on this job description [paste job description], what keywords should I include on my resume?
- Help me tailor my resume for a marketing internship at a nonprofit organization.

- Rewrite my resume summary to match this job posting: [paste job description].

For Writing Impactful Bullet Points

- Turn this job duty into an accomplishment-based bullet point: 'Answered phones and helped customers at a retail store.'
- Rewrite this resume bullet to include numbers or results: [paste bullet].
- Give me 3 variations of this bullet point with stronger action verbs.

For Career Community Alignment

- What are common skills and action verbs used in resumes for social work majors?
- List resume buzzwords for health professions students applying to internships.
- What should an engineering student emphasize on their resume?

For Soft Skills and Transferable Skills

- Help me describe my volunteer experience at a food bank in a professional way.
- How can I show communication and teamwork skills from my experience as a student-athlete?
- Write bullets that reflect leadership and time management from my role as a club officer.

What to Look for in AI Responses

Ask yourself:

- Are the bullet points clear, active, and achievement-focused?
- Does the language match your industry or career community (e.g., business vs. health professions)?
- Are any details exaggerated or inaccurate? Double-check AI outputs against your real experience.

Final Step: Edit It Yourself

Your resume should reflect your unique voice, skills, and accomplishments. Use AI as a *starting point*, but always:

- Edit the resume to make sure it reflects accuracy, truth, and demonstrates strengths and experiences
- Proofread carefully for tone and accuracy – get a second person to check for errors as well.
- Adjust formatting to keep it clean and professional
- Add or remove details to make sure it's truly *you*

IMPORTANT NOTE:

DO NOT COPY AND PASTE an AI generated resume as your final resume. The Ai resume is to be used to get you started with your thoughts and then you craft it to be your own.

Employers are receiving hundreds of AI generated resumes and they can spot them easily. **It is extremely important for you to edit and craft your own resume.**

Resume Rubric

Use this rubric to take a closer look at your resume and see how it stacks up! Whether you're reviewing it on your own or sitting down with an advisor, the rubric helps you spot what's working well and what might need a little more attention. It breaks down key areas—like formatting, experience, and skills—so you can fine-tune each section and move from "Needs Work" to "Good."

Resume Criteria	Needs Work	Good
Presentation/Format		
Easy to read; not too crowded		
Ordered effectively – most important categories/information are listed first; reverse chronological order is used when items are dated		
Length (one full page ideal; if two pages, the resume is a full two pages); Margins between 0.5in. and 1 in.		
Standard fonts of 10 pt. or larger are used, but no larger than 12 pt.		
Uses consistent formatting (i.e., bolding all job titles, listing all dates the same way)		
Use of resume template is not obvious; resume is tailored to the individual		
Grammar/Spelling		
Error free and consistent use of grammar (i.e., periods or no periods at the end of phrases)		
Career Summary/Profile		
Can include an area of interest		
Focuses on candidate's strengths, qualities, and value that provides a summary of the person at their best		
Education Section		
Includes College name, degree, anticipated graduation date, major, minor or relevant area of focus		
Includes only relevant educational experiences if multiple schools are included, they're listed in reverse chronological order		
GPA included if 3.0 or above: select honors may be included		
Lists a few, select relevant courses, if applicable		
Experience Section(s)		
Relevance of each experience and how it supports the objective is clear (i.e., not just a job description or list of responsibilities but detailed accomplishments, strengths and skill development)		
Bullet point descriptions begin with strong action verbs and use the correct/consistent tense		
Proper format – includes job title, employer/organization, dates, city/state		
Relevant/similar experiences are grouped together (i.e., separate sections for Relevant Experience and Other Experience) and may include paid and non-paid experiences (e.g., volunteer, internships, campus involvement); within each section, information is in reverse chronological order		
Skills Section (Not a repeat of the Summary/Profile Section)		
Relevant skills (e.g., language, technical, field-specific) are highlighted, possibly subcategorized		
Listed skills are backed up/proven throughout resume, but not repetitively stated		
Resume Content		
Content is relevant; supports Career Summary/Profile		
Does not use first person or personal pronouns		
Strengths and value to offer employer are clear and supported; focuses on the employer's needs		
Additional categories/information (e.g., Honors, Activities, Leadership, Professional Memberships) are included, if applicable		
References or the statement "References Upon Request" are not listed in the body of the resume		

Final Notes & Resources

Resources

- **Focus2Career**: An online platform for choosing a major, exploring occupations, and making informed career decisions. Available to FCC students and alumni.

- **Career and Jobs Library Guide**: Access resources on career planning, salary exploration, resume building, and interview strategies.

- **Handshake**: The #1 free career platform for college students to find jobs!

  o *Get Hired, Get Discovered, Get Connected, Get Expert Help*

- **FCC Major Resume Samples:** Check out this resource for sample resumes by majors/programs of study.

Final Notes

This guide is a flexible resource to help you create and refine your resume. It is **not** intended to be a one-size-fits-all template—your resume should reflect your unique skills, experiences, and career goals. While this guide offers best practices, employers and industries may have different preferences. For the best results, always tailor your resume to each specific job, internship, or transfer application.

FCC Career Services strongly recommends that you **have your resume reviewed** before sending it to employers or schools. Our team can help ensure your document is accurate, professional, and targeted to your goals.

Contact Information

Career and Academic Planning Services

- 📍 **Location:** Jefferson Hall J200, FCC's Main Campus
- 📧 **Email:** careerservices@frederick.edu
- 🌐 **Website:** www.frederick.edu/caps
- 📞 **Phone:** 301-846-2471

Office Hours:
Monday, 8:30 AM – 6:00 PM
Tuesday–Friday, 8:30 AM – 4:30 PM

Scan to make an appointment

We look forward to supporting you as you prepare for your next step—whether that's a job, internship, transfer, or another exciting opportunity.