

Steps TO Success


CREATING A ROCKSTAR RÉSUMÉ

STEP 1: DESIGN

- A. Keep it clean and simple.
- B. Templates are fine but put some thought into it and make it your own.
- C. Don't include a picture.
- D. Write a cover letter! Use the cover letter to explain what you hope to get out of the job/internship, explain how you will be an asset and elaborate on things that you were not able to in your resume.

STEP 2: CONTENT

- E. No need for an Objective since the Objective is to get a job!
- F. Make sure your contact information is clear and professional.
- G. Put your most recent experience on top. Until you have a few years of work experience, it is ok to put Education on top, but once you have some work experience move it to the bottom.
- H. Remove graduation dates from your resume unless applying for an internship.
- I. Don't tell me. Show me. Show me how you are organized or detail oriented.
- J. Limit yourself to 5-6 bullets of information in any section. Remove 'I,' 'Me,' 'myself,' etc. from the resume.
- K. Do not use 'industry-speak.' Even if you are applying for an ag job where the lingo should be clear, remember someone in Human Resources is probably reviewing the resume.
- L. As a student, your 'experience' might be coursework. List/describe courses that show you have been exposed to relevant skillsets for the job.
- M. If you have received a hard-earned honor, explain it on your resume. If you received an award that was very competitive or prestigious, explain that either on the resume or in the cover letter.
- N. Make sure your resume 'speaks' to the job you want. You may want to highlight different skills and experiences based upon the job posting.



ANDY ANGUS
 3201 Frederick Ave
 Saint Joseph, MO 64506
 (P) 816-383-5100
 andy.angus@email.com

C. **EDUCATION:**

University of Missouri Agriculture Business Management Major Animal Science Minor	Columbia, MO 65211
Savannah High School	Savannah, MO 64485

H. **EXPERIENCE:**

USDA – Agriculture Economics Intern	June 2018 – August 2018
Used standard software and statistical methods/techniques to conduct and collected economic data to prepare analysis of data as part of the Market and Trade Economics Division	G.
FCS Financial – Financial Officer Intern	June 2017 – August 2017
Shadowed financial officers, account specialists, closing specialists, insurance specialists. Gained a better understanding of credit, underwriting, and customer relations.	
Angus Farms, Inc. – Farmhand	June 2014 – Present
Assist with the care of cow/calf pairs on pasture, operation of farm machinery, record keeping and company financial data entry.	

L. **EDUCATIONAL COURSE EXPERIENCE:**

Agriculture Risk Management	Spring 2018
Microeconomics	Fall 2017
Agriculture Sales	Fall 2017
Ag Business Finance	Spring 2017
Macroeconomics	Spring 2017

K. **CERTIFICATIONS:**

Master of Beef Advocacy (MBA)	May 2019
Youth for the Quality Care of Animals (YQCA)	December 2018

L. **LEADERSHIP:**

National Junior Angus Board of Directors	2017-2019
Agribusiness Club Secretary	Fall 2018
College of Agriculture, Food & Natural Resources Student Council Member	Fall 2017-Present
Agribusiness Club Treasurer	Fall 2017

M. **HONORS AND AWARDS:**

Angus Ambassador	November 2017
Outstanding Leadership Award	July 2016
NJAA Delegate	2015, 2016, 2017

O. + **Q.** ANDYANGUS_RESUME.PDF OR ANGUS_RESUME.DOCX

STEP 3: FORMATTING

- O. Submit your resume as a Word document or a PDF file; however, make sure you follow the instructions that may be in the job posting.
- P. Compare the words in your resume to the words in the job posting.
- Q. Properly name your resume file attachment(s).
Resume-Bethany Kelly.docx or Kelly Resume.pdf.

STEP 4: REVIEW AND PREPARE

- R. SPELL CHECK but, also have someone else proof it!
- S. Bring plenty of paper copies to your interview, along with a notepad to take notes, and a list of questions.
- T. Know your audience.