AVC 248 · DESIGN SELF-PROMOTION · WEEK 5

Your Resume: The Career Services Format

“You write it yourself first. AI only helps you tailor it.”

THE GCC CAREER SERVICES FORMAT

What goes on your resume

The GCC Career Services guide lays out a clear set of sections, in this order. Build yours around them.

1. Header / Contact

Name in a larger font (bold is fine), a professional email, and a phone. Street address is optional, omit it if you post publicly.

2. Summary of Qualifications

Three to six bullets, tailored to the posting. Third person, no I, me, or my. Preferred over an objective.

3. Education

Reverse chronological. Institution, city and state, degree, major, grad month and year. GPA only if above 3.0.

4. Academic Projects

Optional, only if relevant. Bullet the problem, your role, the actions you took, and the result.

5. Experience

Title, company, city and state, month and year dates. Action-verb bullets that show accomplishments, not just duties.

KEEP IT TIGHT

Two pages max. Last ten years only, and only what is relevant to this job.

NON-NEGOTIABLE

You write it first

This is your story, and only you have lived it. Every section comes out of your own head before any tool touches it.

It is your story

Your path, your projects, your wins. No tool knows them the way you do.

Only you know your work

What you actually did, what was hard, what you are proud of. In your words.

It builds the skill

Writing it yourself is how you learn to talk about your work. That is real interview prep.

THE RULE

AI never drafts it.

The first version is always yours.

Brainstorm on paper first. Get it all down, then shape it into the sections above.

THE TOP OF THE PAGE

Header and Summary of Qualifications

The first inch of your resume decides whether they keep reading. Make it professional and make it about them.

HEADER / CONTACT

- Name in a larger font, bold is fine
- Professional email (first and last name)
- Phone number
- Street address optional, omit if posting publicly

SUMMARY OF QUALIFICATIONS

- Preferred over an objective
- Three to six bullets, tailored to the posting
- Third person, no I, me, or my
- Match the posting's required qualifications



An objective is optional. If used, make it specific. The guide prefers putting it in your cover letter.

THE BODY SECTIONS

Education, Projects, Experience

These three sections carry the proof. List them in reverse chronological order, most recent first.

Education

Institution, city/state, degree, major, grad month and year. Add Relevant Coursework by class title.

Academic Projects (optional)

Only if relevant. One bullet set per project: the problem, your role, the actions, the result.

Experience

Title, company, city and state, month and year dates. Volunteer and internships count, title the section Experience.

EXAMPLE

GCC, Glendale, AZ

Associate in Business, Accounting
Anticipated May 2026
GPA 3.9 *(shown only because it is above 3.0)*

Show results, not duties. Each bullet should prove what you accomplished, not just what you were assigned.

WRITING STRONG BULLETS

Start with an action verb, then quantify

Every bullet starts with an action verb, no pronouns, and a number whenever possible.

THE FORMULA

Action verb + what you did + *why it mattered, what you accomplished, or the skill you used.*

Quantify: money · time · amounts · situation · scope

BEFORE *weak and vague*

"Achieved an increase by providing excellent customer service"

AFTER *quantified and specific*

"Achieved a 25% increase in sales within three months by providing exceptional customer service to new and existing clients"

No I, me, or my. Write Developed a training manual, not I developed a training manual.

PICK YOUR FORMAT

Three ways to structure it

Same writing, different arrangement. Choose the format that shows your strengths for this job.

Traditional

Chronological

Work history in one section, most recent first. Best when you have steady growth in your field.

Functional

Skills-based

Groups your skills up front, downplays job history. Good when you have little or no experience.

Combination

Skills + brief history

Summary of skills, then a short work history. Great for students and career changers.

Combination is the student's friend. It shows your skills first, then proves them with a brief history.

RESUME STANDARDS

Do’s and Don’ts

Straight from the Career Services guide. Check your draft against both columns before you send it.

DO

- Use action verbs and bullets
- Highlight accomplishments, not duties
- Quantify whenever possible
- Use a professional email; last 10 years
- Target and tailor to each posting
- Keep it to two pages; stay consistent
- Have two people review it

DON’T

- Use I, me, or my; have typos
- Lie or list personal info (age, photo, SSN)
- Add salary or reasons for leaving
- List high school once you have a degree
- Use acronyms, jargon, or fancy fonts
- Write paragraphs or a vague objective
- Use exact dates; month and year is enough

WHERE AI COMES IN

AI tailors after you have written it

Once your own draft and revisions exist, AI becomes a second set of eyes. It tightens and tailors. It never writes it.

Tailor to a posting

Paste the job posting next to your draft and ask which of your wording lines up with what they want.

Strengthen weak verbs

Ask it to flag flat verbs in lines you already wrote, then you choose stronger ones.

Check the match

Ask whether your resume reflects the posting's key requirements, so you can fix gaps yourself.

REMEMBER

Tailor, strengthen, check.

It never writes it for you.

You wrote it, then revised it. AI only sharpens what is already yours.

SAVE AND SHIP

Save it three ways (and design it well)

Different applications want different files. Keep all three on hand so you are ready for any submission.

Word (.doc)

For email and many online applications.

Graphic PDF (.pdf)

Keeps your layout intact. Most systems accept it.

Text-only (.txt)

For pasting into application boxes with no formatting.

DESIGNER'S EDGE For creative roles you may also make a visually designed version, but it must follow these same content rules and stay clean and readable. Always keep a plain, ATS-friendly version too.

PUT IT TOGETHER

Written by you. Tailored with AI. Designed to be read.

“Build it in the Career Services format. Then make it impossible to ignore.”