

Writing Your Resume

Purpose of a Resume

Highlight your relevant qualifications and skills in order to obtain an interview

Sections of a Resume

Name and contact information

Include your name, mailing address, phone number where you have voice mail or an answering machine. You may also want to include your permanent address if the job is located in that same city or town. Make sure that your email address and the outgoing message on your voice mail or answering machine are professional.

Education

List your college, degree, major, and concentration area, if applicable, along with your expected date of graduation. If you transferred from another college, in most cases, you do not need to include it unless you earned a degree. We don't recommend including your high school, unless it adds specific value (i.e. prestigious school). Include your cumulative GPA if it is 3.2 or higher. Also, you may include any academic honors, activities, athletics, and study abroad in this section. You can also include your senior thesis title or a very brief description of the topic; not all colleges require a senior thesis, so this can show a significant academic achievement. It is particularly beneficial to include your thesis title if the topic is relevant to your career interests. In most cases, if you are a current student, the Education section will be the first section on your resume below your contact information. However, if you have very strong work experience, or if you graduated and have had at least one full-time job that is relevant to your career objective, then you may choose to list education after your experience section.

Experience

Starting with your most recent job or internship, include name of employer, location (city, state or city, country if outside the U.S.) of employer, your position/title, and dates (month and year) of employment, along with concise, action-oriented descriptions of your achievements. You do not need to include all jobs you've had, only those that are most relevant to your career objective. If you have graduated, you should list all positions held since graduation, so that there are no (or there are a minimum of) gaps in full-time employment.

Skills

You may include specific computer and language skills. For computer skills, list any operating systems, programming languages or software applications in which you are knowledgeable or proficient. For language skills, indicate your proficiency (i.e., fluent in, conversant in).

• Interests or Personal

You may wish to include any interesting hobbies, involvement in community activities, personal achievements, etc. in this section.

• Professional Training/Certifications

If you have any professional development experiences (conference attendance, workshops), professional affiliations, or certifications you may want to include them in a separate section.

• Objective or Summary Statement

These sections are optional and would appear as the first section below your contact information. If you use an objective, it should be tailored to the position to which you are applying and should focus on what you will contribute. In most cases, you will submit a cover letter with your resume, which will state your objective and therefore it is unnecessary to include it on your resume. If you have a great deal of work experience, you may choose to include a summary of your qualifications. If you are not sure whether or not to include an objective or summary statement, contact the Career Center for advice.

Resume Do's and Don'ts

Do:

- Keep your resume on one page in most cases. There are exceptions, including having extensive professional
 experience, but the idea is to keep your resume concise and focused on what is most relevant to the reader.
 If you are having trouble fitting your experience onto one page, or if you are unsure whether your situation
 warrants a longer resume, contact the Career Center.
- Use bold, italics, all capital letters (sparingly), and bullets to differentiate text on your resume.
- Use 1" margins; you may use smaller margins (minimum .5") if necessary but keep left, right, top, and bottom margins the same size.
- Use a font size of 10-12 pt. Your name can be larger.
- Start each description in your experience section with an action verb.
- Print your resume on professional, good quality resume paper.
- Know your audience. Emphasize the achievements that are most relevant to your target employers.
- Quantify information whenever possible (i.e., supervised three volunteers; exceeded sales goals by 30%).
- Mention awards/recognition you received.
- Proofread your resume for spelling and grammar.

Don't:

- Use a resume template, such as Resume Wizard on MS Word. Templates do not allow flexibility in formatting and using a template makes your resume look like hundreds of others.
- Stretch the truth. You should feel comfortable backing up everything on your resume during interviews.
- Use first person pronouns (I, we, our).
- Use phrases like "Duties included" or "Responsibilities included". Instead of giving a job description, mention what you contributed and accomplished.
- Use "Assisted with," "Helped with," "Aided with," or "Worked on." Try to use more specific, action oriented language to describe your role (i.e., what you did to assist, aid, help, etc.).
- Include the phrase "References Available on Request" at the bottom of your resume if you are short on space. It isn't necessary to include this because employers expect that all job candidates will be able to provide references.

Your Name

Street Address City, State, Zip Code Telephone Number • email address Sample Resume 1

EDUCATION

Endicott College

Bachelor of Science in Communication; Media Production focus

Academic Honors:

Lambda Pi Eta Honor Society

- Dean's List, Fall 2009-Spring 2012
- GPA 3.67/4.0

Leadership Activities

- On Air News Anchor, ECTV Campus Cable TV Network
- Editor, Mingotide Yearbook

PROFESSIONAL EXPERIENCE

WHDH-TV Boston, MA

Part-time Sports Producer, NBC Affiliate

Feb. - May 2012

Beverly, MA

May 2012

- Produced segments and special projects for sports news in a medium to major market
- Supervised preparation, production and format of sports newscasts in accordance with station guidelines
- Processed, wrote and edited stories, assigned duties to various personnel for elements that were used in news sports segments

WCVB-TV Needham, MA Sept.- Dec. 2011

News Intern, ABC Affiliate

- Researched potential news stories to be included in the "Ten O'Clock News Hour"
- Anchored "Six O'Clock News Hour" for one month during absence of regular anchor
- Implemented special projects including writing, producing and directing one "Live on Five" news report entitled Technology on the College Campus and one show for "Family Life" segment entitled Transition to College Life

Salem Access TV Salem, MA Intern (120 hours) January 2009

- Processed sales orders by inputting them into database and verifying information as needed with local businesses
- Printed, proofed and filed contacts

ADDITIONAL SKILLS

- Experience with automated studio equipment (Parker Vision)
- Fluent with linear and nonlinear editing. Final Cut Pro, Premier 6.0 Digital Editing
- Experience with Photoshop, After Effects and Live Type
- Skilled in using social media (Facebook, LinkedIn, Twitter)

YOUR NAME

Street Address, City, State Zip Code • Telephone • email address

EDUCATION

Endicott College, Beverly, MA

Bachelor of Science in Business Administration

May 2010

Concentration in Financial Management

GPA: 3.5

Activities/Honors: Endicott Investment Club, Sailing Club, Dean's List

EXPERIENCE

Prudential Securities, Boston, MA

Intern to Financial Advisor

September 2012 – Present

- Conduct research, using Bloomberg and Morningstar to provide Financial Advisor with upto-date information on clients' investments
- Prepare reports upon request used in client presentations
- Market services of Financial Advisor to potential clients and arrange informational seminars
- Answer inquiries from clients regarding status of their investments

Citizen's Bank, Medford, MA

Bank Teller May - August 2011

- Opened and closed accounts for customers, and managed transactions including check cashing, issuing travelers' checks, and processing deposits
- Received "Customer Service Excellence" award

ABC Insurance, Boston, MA

Intern, Claims Department

January 2009

- Input and processed insurance claims, using company database
- Researched discrepancies and resolved customers' concerns

Whitman Realty, Wakefield, MA

Intern January 2008

- Conducted research on competitors' marketing strategies
- Compiled report of findings and presented to manager and brokers

COMPUTER SKILLS

Proficient in MS Word, Excel, and PowerPoint

PERSONAL

- Study Tour in Mexico, Summer, 2010
- Competitive marathon runner

Sample Resume 3

Your Name

Street Address • City, State Zip Code • Telephone Email Address

EDUCATION

Endicott College, Beverly, MA

Bachelor of Science in Sport Management, Minor in History

5/12

GPA: 3.2

EXPERIENCE

Massachusetts Special Olympics, Danvers, MA

Intern

9/11 - 12/11

- Developed database to track registration of 400+ athletes
- Updated photo archives to assist Public Relations department in creation of promotional materials
- Designed and created fact sheets for coaches and section directors; improved communication to athletes and volunteer staff
- Reorganized equipment to allow Director of Logistics to better track inventory
- Coached Special Olympics volleyball and soccer

Beverly YMCA, Beverly, MA

Intern/Sports Coordinator

1/11-5/11

- Collaborated with group leaders to plan and implement youth activities, including clinics and special
 events
- Created promotional materials to publicize events
- Coached youth soccer and basketball teams; organized competitions
- Utilized Excel to organize usage statistics, resulting in improved programming

YK Kim Tae Kwon Do, Lawrence, MA

Intern/Instructor 1/10

- Served as first point of contact at front desk; answered patron questions and managed multiple phone line
- Taught weekly youth and adult classes of up to 15 students each at beginning and intermediate levels

Camp Becket, Becket, MA

Senior Counselor 6/09-8/09

- Supervised 15-20 campers, ages 8 to 14, during each of two sessions per summer
- Planned daily recreational activities and created new recognition ceremony for campers

ACTIVITIES

- Captain of tennis team senior year
- Shipmates admissions tour guide
- Black belt in Tai Kwon Do

SKILLS

- Microsoft Word, Excel, Access, FrontPage
- Conversant in Japanese



Resume Action Verbs

Achievement

accelerated accomplished achieved activated attained completed earned effected executed exercised expanded expedited generated improved increased insured marketed mastered obtained produced reduced reorganized reproduced restructured simplified sold solicited streamlined succeeded upgraded

Help/Teach

advised clarified coached consulted counseled educated explained facilitated quided helped instructed modeled participated taught trained tutored

Administrative

arranged channeled charted collated collected coordinated dispensed distributed established executed implemented installed maintained offered ordered outlined performed prepared processed provided purchased recorded rendered served serviced sources solicited

Lead/Manage

acquired administered approved assigned chaired contracted delegated directed enlisted governed handled initiated instilled instituted interviewed managed motivated presided recruited retained reviewed supervised

Communicatio

addressed arbitrated articulated briefed communicated conducted contacted conveyed corresponded delivered demonstrated edited entertained informed lectured mediated negotiated persuaded presented promoted proposed publicized published reported represented responded suggested translated

Plan/Organize

wrote

allocated anticipated arranged catalogued classified collected consolidated convened edited eliminated employed gathered grouped monitored organized planned regulated scheduled structured targeted

Creative

authored changed conceived constructed created developed devised drafted established formulated founded illustrated influenced introduced invented launched originated revamped revised staged updated visualized

Research/ **Analytical**

assessed compared critiqued defined derived detected determined discovered evaluated examined found inspected interpreted investigated located measured observed predicted rated recommended researched reviewed searched studied surveyed

verified

Financial

allocated analyzed appraised audited balanced budgeted calculated compiled computed controlled disbursed estimated figured financed forecasted projected reconciled tabulated

Technical

adapted adjusted applied built computed constructed designed diagnosed engineered experimented maintained modified operated prescribed proved reinforced repaired resolved restored solved specified systematized tested