

Writing a Resume

GETTING STARTED

- 1) Brainstorm and list all of your experiences throughout college. Include jobs, internships, volunteer work, community service, academic projects, student groups, extracurricular activities and hobbies. In the end some of these things will not make the final cut but it's best to include everything at first. First-year and sophomore resumes may include related high school experiences. These are typically removed by junior year.
- 2) Divide experiences into categories (Related Experience; Additional Experience; Research Experience; Leadership, etc.) according to the skills and experience required for the position you are seeking.
- 3) Describe your experiences by using strong Action Verbs. (see back page) Use numbers to quantify accomplishments and skills, i.e. "Coordinated a team of #", "Instructed # children ages # to #" or "Managed budget of \$".
- 4) Use short phrases and powerful words to stress accomplishments. Never use "I".
- 5) Avoid "responsible for" and "duties included" which present a passive rather than active tone.
- 6) Use capitalization, underlining, bold type and spacing (consistently and in moderation) to emphasize relevant skills and experiences. The format of a resume is almost as important as the content.

FORMATTING CHECKLIST

- 1 page in length (2 full pages is acceptable in certain circumstances)
- Margins should be between ½ and 1 inch wide.
- Use font size between 10 and 12 and no more than 2 font styles (1 preferred).
- Use a neat, professional resume format that includes enough white space to make it easy to read.
- Print resume on good quality paper (if not sent through e-mail).
- Avoid staples, folds and hollow bullets as your resume may be scanned.
- Save file as a PDF before sending to make sure the format does not change. Call the document yourname.pdf

CONTENT TIPS

- ✓ Proofread out loud to eliminate spelling or grammatical errors. Spell check does not always catch all errors.
- ✓ List education and experiences in reverse chronological order (beginning with most recent)
- ✓ Describe experiences using strong action words and short phrases.
- ✓ Eliminate unnecessary words.
Ex. “I”, “a”, “an”, “various”.
- ✓ Use numbers to quantify accomplishment and skills.
Ex. Coordinated team of # students or Managed budget of \$.
- ✓ Do not include personal demographic information
Ex. Age, nationality, gender, children, health
- ✓ Make sure all information is honest and accurate and can be discussed with an employer.
- ✓ Have your resume critiqued by Career Services and/or at least one person in your field of interest.

RESUME SAMPLES

Several resume examples may be found on the following pages.

Go to <http://www.clarku.edu/offices/career/tutorials/marketing.cfm> for additional sample resumes specific to these fields:

Education
Science
Theatre
5th year BA/MA student

ASSISTANCE

- 15 minute drop-in appointments are available Monday – Friday from 12 p.m. to 4 p.m.
- Email your resume to careers@clarku.edu and it will be critiqued within 48 hours.
- Use the Resume Builder on Clark Recruiter (under the Resources tab)
- To make an appointment with an adviser call the office at 508-793-7258

Avoid inappropriate email addresses.

SALLY SOPHOMORE

kittycat@gmail.com • (508) 793-7258

SCHOOL:

Clark University
950 Main St. Box 007
Worcester, MA 01610

Use both addresses only if you can be contacted in either place.

HOME:

12 Kendall Rd.
Chicago, IL 60602

OBJECTIVE:

Summer internship in a human service organization

An objective is optional since this will be included in your cover letter. On a beginning resume it can be a good way to fill space. Just be sure it is short and specific to each position

EDUCATION:

Clark University, Worcester, MA
Bachelor of Arts, Undecided, expected May 2018

If you have not yet declared a major, simply leave it off.

Brookfield High School, Brookfield, MA
College Preparatory Curriculum, June 2014
National Honor Society; orchestra (4 years); track (3 years)

List most recent experiences first.

EXPERIENCE:

Tutor, St. Peter's Mentoring Program, Worcester, MA Fall 2014 – present
• Instructed small groups of elementary school students in afterschool program.
• Planned and implemented writing exercises.

Nanny, Brookfield, MA Summers 2012 - 2014
• Provided full-time care for 3 elementary school-age children
• Engaged children in activities; prepared meals; completed basic household chores.

EXTRACURRICULAR:

Just Do It Day, Worcester, MA Spring 2015
Volunteer, Clark Community Service Day

Relay for Life, Brookfield, MA 2013 - 2014
Team Captain, Brookfield High School

Student Council, Brookfield, MA 2012 - 2014
Secretary, Brookfield High School

During the first two years of college, it's fine to include high school activities

SKILLS:

Computer: PowerPoint, Word, Excel
Language: ~~English~~, Intermediate Spanish
~~Strong leadership and interpersonal skills~~
~~Organized and detail-oriented individual~~

Unless you are applying for a job/internship abroad, it is not necessary to list English under language skills.

"Soft skills" (e.g. communication, interpersonal) should be described in your cover letter rather than listed on your resume.

Andrew Clarkie

(508) 793-7258
aclarkie@clarku.edu

122 Woodland St. Apt. 2
Worcester, MA 01610

Education:

Clark University, Worcester, MA
Bachelor of Arts in **Business Management**, expected May 2016
Double Major: **Theatre Arts** (concentration in Directing)
GPA: 3.4; Dean's List

Academic projects are a good way to illustrate real-world skills: teamwork, research, presentation and technical skills

Marketing Experience:

Marketing Communications Intern RDW Group Inc., Worcester, MA Fall 2015 – present

- Create and maintain media lists; write news releases and articles for newsletters; conduct market research at the largest independent communication agency in New England.
- Write briefs to assist creative team with design of PR materials; develop public service announcements and posters to promote events hosted by clients.

Advertising & Promotion Project Clark University, Worcester, MA Spring 2015 ←

- Worked with 4 member advertising team to develop strategic, creative, multi-media marketing campaign; conducted audio-visual presentation for class.

Entrepreneurship Project Clark University, Worcester, MA Fall 2014 ←

- Collaborated with team of 3 to prepare marketing and business plan for proposed microfinance venture; conducted PowerPoint presentation.

Marketing Management Project Clark University, Worcester, MA Fall 2014 ←

- Created detailed plan to market a new product and to “sell” product to the class.

Managerial Communications Project Clark University, Worcester, MA Spring 2014 ←

- Evaluated and contrasted corporate responsibility information provided on websites of oil companies (ExxonMobil, Caltex, Dana and Anadarko Petroleum).

Leadership Experience:

Leadership skills, valued by employers, can be acquired through student groups, athletics, volunteer work, etc.

Student Trustee

Board of Trustees Clark University, Worcester, MA 2014 - present
Participate in long-range planning discussions with administration and faculty.

Leadership Committee

Athletic Department Clark University, Worcester, MA 2013 - 2014
Selected to serve as liaison between athletic community and campus-at-large.

Additional Experience:

Server, Uno's Restaurant, Millbury, MA 2014 - present ←

Less relevant jobs can be listed without descriptions.

Skills:

Proficient in the use of MS Word, PowerPoint, Excel, Access and HTML.

John Clark

(508) 793-7258 • JClark@clarku.edu
122 Clark Street • Worcester, MA 01610

Education

Clark University, Worcester, MA

Master of Public Administration, expected May 2017

Bachelor of Arts in Psychology, expected May 2016

Minor: Innovation & Entrepreneurship

Senior Honors Thesis: *The impact of meditation on stress levels in at-risk adolescents*

← You could also list 5th year as
"Accelerated BA/MA degree"

University of Stirling, Scotland

Study Abroad, spring semester, 2015

Relevant Coursework

Developmental Psychology • Cultural Psychology • ~~Intro to Psychology~~
Abnormal Psychology • Psychology of Personality • Managerial Communication

← Include only
upper level
classes.

Related Experience

MA Commission Against Discrimination, Worcester, MA

Intake Intern

Summer 2015

Conducted intake interviews. Drafted and filed grievances served to case respondents. Assisted in investigations by reviewing case files and drafting probable cause letters.

Use either bullets or paragraph style

Psychology Department, Clark University, Worcester, MA

Independent Study

Fall 2014

Designed study examining the effects of meditation on stress management. Created surveys to measure stress level of 20 adolescent participants. Led meditation sessions twice a week for 10 weeks.

Office of the Provost, Clark University, Worcester, MA

Student Assistant

2012 - 2014

Processed grant applications for professors through the faculty development fund. Organized data on the expenditures of the science departments. Digitized paper surveys using Qualtrics.

Leadership and Activities

Clark University Office of Admissions, Worcester, MA

Fall 2013 - Present

Tour Guide

Lead perspective students and family's on university tours. Respond to inquiries and direct families to campus resources. Utilize public speaking skills to present to diverse audiences.

Have Career
Services check
your resume,
even for errors
spell-check
misses!

TOPICS (Training, Outreach, Prevention, Intervention, Counseling and Support), Worcester, MA

Educator

Conduct presentations to raise awareness about issues of dating violence and sexual assault.

Clark University, Worcester, MA

Fall 2014

Peer Advisor

Advise and mentor 15 first-year students through freshman orientation. Trained in program planning and development, teambuilding, group dynamics, crisis intervention, public speaking.

Skills

- Windows Vista, Windows XP, Mac, Basic HTML design
- Access, PowerPoint, Word, Excel, SPSS
- Social Media Marketing including: Facebook, Twitter, LinkedIn

ACTION VERBS

Management Skills

administered
analyzed
appraised
assigned
attained
calculated
chaired
committed
compared
contracted
consolidated
convened
coordinated
delegated
delivered
designed
developed
directed
employed
evaluated
executed
exercised
expanded
formed
generated
handled
implemented improved
increased
initiated
judged
managed
marketed
organized
oversaw
planned
prioritized
produced
projected
rated
recommended
reduced
researched
reviewed
scheduled
sold
strengthened
succeeded
supervised

Communication Skills

addressed
arbitrated
arranged
articulated
authored
communicated
conveyed
corresponded
developed
directed
distributed
drafted
edited
enlisted
exhibited
explained
formulated
functioned
influenced
interpreted
intervened
lectured
led
mediated
moderated
motivated
negotiated
persuaded
presented
promoted
publicized
recruited
reinforced
responded
shared
simplified
spoke
suggested
targeted
translated
wrote

Research Skills

accomplished
charted
clarified
collected
compiled
completed
conducted
critiqued

derived
detected
determined
diagnosed
evaluated
examined
extracted
figured
focused
identified
interpreted
interviewed
investigated
measured
observed
obtained
organized
predicted
reported
reviewed
studied
summarized
surveyed
synthesized
verified

Technical Skills

applied
calculated
carried out
coded
computed
constructed
designed
devised
fabricated
installed
maintained
mastered
modeled
modified
operated
overhauled
programmed
repaired
restored
simulated
solved
trained
updated
upgraded

Helping Skills

assessed
assisted
changed
clarified
coached
collaborated
counseled
demonstrated
dispensed
educated
encouraged
facilitated
fostered
guided
helped
instructed
listened
participated
protected
provided
recommended
referred
rehabilitated
represented
resolved served
supported
taught
tutored

Creative Skills

acted
conceptualized
created
designed
developed
displayed
directed
entertained
established
explored
fashioned
founded
illustrated
instituted
integrated
introduced
invented
originated
performed
planned