

WRITING A RESUME

A resume is an organized summary of your education, skills, experiences and activities used to introduce yourself to potential employers. In short, it's your calling card. Each resume should be tailored specifically to the position in which you are applying for, therefore you will need several resumes if you're applying for different types of jobs.

THE BASICS

- **Cover Letter** – Always submit a cover letter with your resume.
- **Length** – A one-page resume is ideal and will contain enough information to properly represent you to a potential employer.
- **Font** – Use a font that is easy to read and scannable. Times New Roman and Arial are the most common. No more than a 12 point font and no less than 11 for the body of your document. Your headers and your name may be larger.
- **Paper** – Your resume and cover letter should always be on the same color, high quality bond paper. Professional colors are white or off-white; avoid anything with a darker color as it will not copy or fax well.
- **Keep it Current** - Make sure that your address, phone number and email are always up-to-date. If it's close to a holiday break or the end of a school year, include both your permanent and school address on your resume.
- **Action Verbs** – Use short concise statements in the body of your resume always beginning with an action verb.
- **Listing Your GPA** – List your GPA if it's a 3.0 or higher. Be sure to indicate whether or not it's your major, cumulative or both.
- **References** – List your references on a separate piece of paper that matches the quality and color of your cover letter and resume. Include your name (References for John Smith) at the top followed by a list of 3-4 professional, personal and educational contacts. For each person, include their full name, title, company/organization, business address, business phone number and/or email address.
- **Don't** disclose any personal information such as age, marital status, birth date or provide a photograph. Also avoid abbreviations (except for states – VA, NC, etc.)

THE FORMAT

Chronological Resume

The most commonly used format, this is best for those first entering the workforce as education and/or experience are closely related to career goals.

Functional/Skill Based Resume

Greater emphasis is put on skills rather than on work history or educational background. Characteristics are listed under broad headers such as management, leadership, technology, etc.

Combination Resume

Incorporates aspects of both formats listed above with a short skills summary and a reverse chronological order in the education and experience section.

Your Full Name

Complete Address

Phone Number

Email Address (HSC address preferred)

OBJECTIVE: This short and concise statement that tells the employer your intent for fitting into the organization.

To obtain a management training position within the financial services industry with a primary focus on wealth management.

EDUCATION: **Name of School** – Location (Expected) Date of Graduation
Degree or major

Related coursework (Include only if the courses relate to the position in which you are applying.)

Study Abroad Experiences

Hampden-Sydney College – Hampden-Sydney, VA May 2005
Bachelor of Science, Economics

Related coursework: Economics and Commerce Rhetoric
Money and Banking Public Finance

London School of Economics – London, England September – December 2004

EXPERIENCE: Include all full-time, part-time and internship experiences. As your resume grows, you will only need to include those that were the most significant learning experiences.

Company/Organization Name – Location Dates of Employment
Job Title

- Bulleted list describing your major responsibilities.

Wachovia Management Securities – Charlotte, NC Summer 2004
Financial Analyst Intern

- Co-managed client base of 25
- Researched retirement and wealth building portfolios and provided proper guidance to limited clientele

ACTIVITIES: (or **SKILLS, HONORS & AWARDS**) List involvement including sports, intramurals, leadership roles, volunteerism, clubs/fraternities/sororities, etc.

Tiger Athletic Club
Sigma Alpha Epsilon Fraternity - Pledge Educator, 2002

REFERENCES: Space available, include this header and simply use the phrase *Available upon request*.

CHRONOLOGICAL RESUME WORKSHEET

IDENTIFYING INFORMATION

First name, middle initial, last name

Current address, telephone number, e-mail address

Permanent address, telephone number, e-mail address

OBJECTIVE

To obtain an x position OR a position in X that would benefit from my x and y experience

EDUCATION

College, city, state

Degree, month, year to be received

Major(s), minor(s), concentration(s)

Grade point average (if above a 3.0)

Related course work (maximum of 3 lines, only if applicable to objective)

Study Abroad Experience

EXPERIENCE (List most recent experiences first.)

Title, name of organization, city, state, and dates of employment

Leading with an action verb, list a responsibility or duty

Another responsibility or duty

Another responsibility or duty

Title, name of organization, city, state, and dates of employment

Leading with an action verb, list a responsibility or duty

Another responsibility or duty

Another responsibility or duty

Title, name of organization, city, state, and dates of employment

Leading with an action verb, list a responsibility or duty

Another responsibility or duty

Another responsibility or duty

SKILLS (Specify computer languages or special skills , including working knowledge, proficiency, or fluency in languages other than English.)

ACTIVITIES (List leadership positions, memberships, or affiliations. Include responsibilities and/or duties.)

Name of organization, title or position (if applicable)

Name of organization, title or position (if applicable)

HONORS AND AWARDS (If listing awards, tell the employer what the award was for.)

Name of honor/award, date received

Name of honor/award, date received

REFERENCES Available upon request

RESUME ACTION VERBS

accomplished	estimated	evaluated	learned	reorganized
composed	achieved	examined	lectured	reproduced
computed	acquired	excelled	led	researched
concluded	acted	executed	located	resolved
conducted	addressed	exercised	made	responded
confronted	adapted	exhibited	maintained	restored
constructed	adjusted	expanded	managed	retrieved
contacted	administered	expedited	manipulated	reviewed
continued	advanced to	experimented	marketed	revised
contracted	advertised	explained	mastered	risked
contributed	advised	expressed	measured	scheduled
controlled	aided	facilitated	mediated	searched
conveyed	allocated	filed	mentored	selected
cooperated	analyzed	financed	met	served
coordinated	answered	followed	modified	serviced
corrected	anticipated	forecasted	monitored	set
corresponded	applied	formed	motivated	shaped
counseled	arranged	formulated	negotiated	shared
created	articulated	founded	observed	showed
critiqued	ascertained	functioned	obtained	simplified
dealt (with)	assembled	generated	operated	skilled
defined	assessed	governed	ordered	sold
delegated	assigned	graded	organized	solicited
delivered	assisted	guided	outlined	solved
demonstrated	assured	handled	oversaw	sought
derived	attained	headed	participated	specified
designed	attended	helped	performed	spoke
described	audited	identified	persuaded	staged
detected	authored	illustrated	planned	strengthened
determined	balanced	imagined	played	studied
developed	began	implemented	possessed	succeeded
devised	bought	imposed	predicted	suggested
diagnosed	brought	improved	prepared	summarized
directed	budgeted	increased	presented	supervised
discovered	built	influenced	processed	supported
discussed	calculated	initiated	produced	surveyed
displayed	carried out	innovated	programmed	taught
distributed	catalogued	inquired	projected	tested
drafted	categorized	inspected	promoted	trained
drew	chaired	installed	proofread	translated
earned	challenged	instilled	proposed	tutored
edited	changed	instructed	provided	updated
educated	clarified	insured	publicized	used
elicited	classified	interacted	published	utilized
employed	coached	interpreted	rated	verified
empowered	coded	intervened	recognized	visualized
enabled	collaborated	investigated	recommended	volunteered
encouraged	collected	involved	reconciled	wrote
enlisted	committed	joined	recorded	
ensured	communicated	judged	recruited	
entertained	compared	justified	referred	
established	completed	kept	related	

John P. Davis

College Address:
PO Box 1987
Hampden-Sydney, VA 23943
(434)223-6106
davisjp@hsc.edu

Permanent Address:
1382 George Street
Richmond, VA 23039
(804)690-1439
jpd@hotmail.com

OBJECTIVE:

To obtain an internship position allowing me to explore career options within the field of Corporate law.

EDUCATION:

Hampden-Sydney College – Hampden-Sydney, VA May 2007
Bachelor of Science, Economics and Commerce
Major GPA: 3.55

Related coursework: Rhetoric Economics of the Law
 Labor Relations Corporate Law

EXPERIENCE

Young Life Ropes Course, Rockbridge - Alum Springs, VA. August 2004-Present
Facilitator and Instructor

- Insured the safety of 200-500 high school students on a given weekend
- Performed rescues on high element ropes courses and maintained a safe environment for climbers
- Managed 5-10 ropes personnel

Sheldon & Ross, PA – Richmond, VA Summer 2004
Legal Intern

- Assisted legal team with case investigations including fact checks and client interviews
- Maintained firm law library
- Delivered case documents and materials to opposing council

Ski and Tennis Station – Richmond, VA November 2002- December 2003
Sales Assistant

- Received “Employee of the Year” recognition based on amount of merchandise sold during an employment period
- Provided top quality customer service in a high volume store
- Demonstrated and fit equipment to client needs

ACTIVITIES

Pre-Law Society – President (05), Treasurer (04)
Sigma Nu Fraternity - Social Chairman (04), Rush Chairman (05)

REFERENCES

Available upon request

Sample Chronological Resume

Henry L. Garland

PO Box 4972
Hampden-Sydney, VA 23943
(434)555-1212
garlandh@hsc.edu

OBJECTIVE

To obtain an Assistant Curator position that will utilize my experience and interest in the art industry.

EDUCATION

Hampden-Sydney College – Hampden-Sydney, VA May 2005
Bachelor of Arts, Studio Art

Museum of Modern Art – New York, NY August – December 2004
Art & Sculpture Fellowship

St. Anne's College, University of Oxford - England January – May 2003

EXPERIENCE

Savannah Gallery – Savannah, GA Summers 2003, 2004
Gallery and Administrative Intern

- Petitioned and managed all *Call for Entry* submissions for summer exhibits
- Responsible for all layout and display of exhibit paintings, sculpture and photography
- Organized annual *Summer Soiree* fundraiser benefiting the scholarship programs at the Savannah College of Art and Design

Longwood Center for the Visual Arts – Farmville, VA August – December 2002
Creative Intern

- Coordinated and created gallery and window displays
- Scheduled and marketed all Prince Edward County Art Outreach programs geared towards elementary and middle-school aged students
- Taught beginner painting class

HONORS & AWARDS

Patrick Henry Scholar
Spoleto Festival U.S.A. Poster Design Finalist – 2004, 2005
Featured Artist, San Francisco Bay Gallery - 2004
Best New Artist, Asheville Folk Art Festival – 2003

REFERENCES

Available upon request

Rex Johnston

10 Wisteria Lane
Green Bay, Wisconsin 54301
(715)555-2020
johnstonr@hsc.edu

OBJECTIVE

To obtain an entry level position utilizing my strong initiative, leadership, management and organizational skills.

SKILLS & ACCOMPLISHMENTS

Management

- Made important financial and administrative policy decisions as a board member on an incorporated non-profit volunteer fire department
- Decided use and dispersal of manpower and equipment in dangerous emergency situations as Lieutenant on Hampden-Sydney Volunteer Fire Department
- Managed 100 volunteer firefighters
- Collected and assessed quarterly paper mill injury and workmen’s compensation statements
- Responsible for processing and submitting all workmen’s compensation claims

Training & Development

- Created and facilitated quarterly fireman skills and equipment training
- Trained and developed summer employees involved in paper mill’s fixed asset inventory
- Provided interactive safety training for all mill employees including CPR and First Aid
- Certified in Outdoor Rescue

EXPERIENCE

Owens-Illinois, Inc., Fixed Asset Inventory – Tomahawk, WI Summer 2004
Human Resources Intern

Wisconsin Medical Group – Green Bay, WI Summer 2003
Human Resources Specialist/Administrative Assistant

Phil’s Dinner Club – Madison, WI Summers 2001, 2002
Head Busboy

EDUCATION

Hampden-Sydney College – Hampden-Sydney, VA May 2005
Bachelor of Arts, History
Cumulative GPA: 3.55 Major GPA: 4.0

REFERENCES

Available upon request

Roger A. Goode

PO Box 4107
Hampden-Sydney, VA 23043
(434)223-0160
gooder@hsc.edu

OBJECTIVE

To obtain a clinical internship position in psychology.

EDUCATION

Hampden-Sydney College – Hampden-Sydney, VA May 2006
Bachelor of Arts, Psychology and Religion
Cumulative GPA: 3.79

ACTIVITIES

Kappa Alpha Fraternity January 2003 - present
• Social and Philanthropy Chairs - 2005

Prince Edward Big Brother Program September 2002 - present
• Mentor 7 and 8 year old boys

Southside Community Hospital November 2003 – May 2005
• Assist emergency room staff on patient in-take, immediate care and facilitation of doctor assignments
• Assist hospital Chaplain with grief counseling

EXPERIENCE

Mary Ainsworth Home for Children - Charlottesville, VA Summer 2004
Clinical Intern
• Performed daily patient intake with staff counselors and physicians
• Responsible for acclimating new patients
• Compiled case notes and made daily reports to site supervisor
• Member of case assessment team

Douglas Aquatics – Virginia Beach, VA Summer 2003
Lifeguard
• Insured safety of all patrons
• Performed CPR and other life saving techniques as needed
• Maintained safe swimming environment through proper pool maintenance

REFERENCES

Available upon request

References for John P. Davis

Marvin Henderson
Owner/Operator
Young Life Ropes Course
PO Box 44831
Alum Springs, VA 23232
(540)234-7890
mhenderson@yl.org

(Example of a **professional reference**)

Dr. George Williams
Professor & Department Chair, Economics
Hampden-Sydney College
PO Box 122
Hampden-Sydney, VA 23943
(434)223-0001
gwilliams@hsc.edu

(Example of a **educational reference**)

Susan Bailey
Human Resources Manager
Ski & Tennis Station
1645 Broad Street
Richmond, VA 23039
(804)762-8104

(Example of a **professional reference**)

James Smith
Regional Director
Boy Scouts of America National Headquarters
Box 762
New York, NY 10001
(212)879-1212

(Example of a **personal reference**)

Always take your list of references with you to an interview. Never include this list with your cover letter and resume unless the job announcement or your potential employer specifically request it.