

# RESUMES

## USING A RESUME IN THE JOB SEARCH

Your resume and cover letter go hand-in-hand in your job search. Your resume will provide potential employers with a summary of your relevant experiences and your cover letter will link those experiences to the position for which you are applying.

### HOW TO GET STARTED

Two pivotal steps should precede the actual writing of your resume (even if the deadline is tomorrow!).

**First, consider the type of work you want to do and create a “short list” of career fields to pursue:**

- a) Resumes should be drafted with some career field(s) in mind and typically include a clear objective indicating the type of position you seek. This will make for a much stronger personal statement.
- b) If you have several different objectives, prepare a separate resume for each objective.

**Second, prepare a summary of your experiences:**

- a) *Write down* all significant experiences-- internships, employment, volunteer, and co-curricular -- on separate sheets of paper.
- b) For each significant experience, describe your *specific* duties and responsibilities. Identify duties which involve supervision of others, use independent judgment, or responsibility for people, money, materials or programs. Describe actions taken and concrete results achieved. Identify interpersonal or technical skills used. Provide examples of tasks or projects including quantitative information (e.g., size of budget managed, number of committee members supervised) if you believe that this data will strengthen your resume. Also, include any significant accomplishments, achievements, or awards.
- c) Cluster these sheets according to functional categories related to your career direction (e.g., research experience, teaching experience, sales experience, leadership experience, experience with children, etc.).

### DRAFTING THE RESUME

While it is important to include certain elements, there is much flexibility in the kind of layout and organization you use. Prepare your resume as a word document – do not use a resume template. In most cases we recommend that you use a reverse chronological format, which lists experiences in each category in reverse chronological order. Resume categories include:

**Heading:**

List your full name, address, phone numbers and E-mail address.

**Objective:** \*Also called Career Objective or Professional Objective.  
This is a *concise*, one line statement of the position you are seeking.

**Education:**

List College of the Holy Cross, Worcester, MA, Bachelor of Arts in [insert major], Month & Year of Graduation, and minor or concentration if applicable. If your G.P.A. is 3.0 or better include it. Study abroad experience can also be listed under this heading, as well as academic honors or college awards. Including high school information is generally unnecessary unless: 1) you attended a school with a very strong alumni/alumnae network which might be of assistance to you in your career search, or 2) you graduated from an unusually selective school that required special test scores, skills or aptitude in order to be admitted.

### **Experience:**

If possible, organize your experiences into categories which are relevant to your career objectives (e.g. Publishing Experience, Research Experience, Coaching Experience, Experience with Adolescents, etc.). You may also use more general categories such as Employment or Internship Experience. Regardless of the format, always include your title, the organization, city, state, and the dates of your involvement for each experience. Use action verbs to begin the descriptions of your experiences.

### **Athletics:**

If you were a member of a varsity sports team, indicate the approximate number of hours devoted to practices, training and competitions/week as well as major team accomplishments. Note if you were a captain or co-captain of your team.

### **Leadership:**

Organize any relevant leadership experiences for example, Treasurer, Secretary, Co-Chair, or Committee Member of an organization. Include your title, the organization, city, state, and the dates of your involvement for each experience. Use action verbs to begin the descriptions of your experiences.

### **Activities:**

Note organizations in which you held membership but not necessarily a leadership role.

### **Special Skills:**

Including this section allows you to note your computer skills, fluency or proficiency in a foreign language, knowledge of specific scientific techniques, or any other relevant skills.

## **ADDITIONAL CONSIDERATIONS**

**Proofing:** Before sending your resume to an employer be sure to proof read it very carefully. For even greater protection from errors, ask a friend with a critical eye to also proof your documents.

**Length & Font:** For graduates with one-five years of experience resumes generally should not exceed one page with a font size of between 10 and 12.

**Neatness:** Your resume must be letter perfect. No typos, grammatical errors or misspellings. Do not rely entirely on a "spell check" function to catch all errors. Work for a pleasing uncluttered appearance with even margins and a sense of visual balance.

**Language:** Do not write in the first person. For instance, instead of saying "I worked with adolescents" say, "Coordinated educational and social programs for 25 adolescents."

**Biographical Data:** Date of birth, race, ethnic origin, marital status, religion, or disability should not be included.

**Truthfulness:** Increasingly, employers make a practice of checking the authenticity of claims made on resumes. Don't round up your GPA or exaggerate descriptions of your experiences.

