

RESUME



A **RESUME** is a **one-page** summary of your academic, employment, and co-curricular experiences broken down into short bullets.

Along with a cover letter, the resume plays a key role in selecting candidates for initial interviews. Your resume provides employers with their first impression of you as a candidate and will shape their decisions.



WHAT IS A CV? HOW IS IT DIFFERENT FROM A RESUME?

A Curriculum Vitae (CV) is a detailed synopsis of your educational and academic background as well as teaching and research experience, publications, presentations, awards, honors, and affiliations. In the U.S., its purpose is to outline your credentials for an academic position, fellowship, or grant. The length can range from 2 to 4 pages.

HELPFUL HINTS

YOUR EXPERIENCES. BE SPECIFIC!

- For each experience on your resume, describe your specific duties and responsibilities, as well as skills gained.
- Describe actions taken and concrete results achieved.
- Identify interpersonal or technical skills utilized.
- Provide examples of tasks or projects including quantitative information (Ex: size of budget managed, number of committee members supervised) and the results of your work if you believe that this data will strengthen your resume.
- Include any significant accomplishments, achievements or awards. These can live in their own section or in your Education section with the appropriate school.
- In the Education section of your resume, make sure to always add Bachelor of Arts before your major or minor. This is the degree you are working towards at Holy Cross.

KEYWORDS ARE KEY!

- Personalize your resume to the best of your ability for each role you apply for. This means understanding the position and looking for keywords in the job posting (such as skills and responsibilities), and using these keywords to tailor your resume.
- Many employers scan and store resumes into databases which are searched using keywords to identify candidates with relevant skills and experiences.

KEEP IT SIMPLE/SOME ADDITIONAL HELPFUL INFORMATION

- Avoid all personal pronouns in bullets (Ex: I, we, us)
- For dates, use either all seasons or all months for consistency sake and make sure all dates are in reverse chronological order (or, most recent experiences to least recent)
- Start each bullet with a verb, and avoid "Responsibilities include" or "Responsible for"
- Avoid using jargon and abbreviations when possible. For example, if you're involved in Student Programs for Urban Development, make sure to spell it out fully in a bullet rather than writing SPUD.
- Avoid parentheses, graphics (including headshots), abbreviations, periods at the end of bullets, borders, lines, columns or brackets.
- When starting your resume, begin with a blank page - avoid templates!



Need help with your resume?

Come to drop ins!

M - F | 1-4 PM | Hogan 203

FORMAT

- Use one font style throughout the entire document (Times New Roman or Arial)
- Use a font size between 10 to 12
- Left justification only! Margins should be between 0.5-1" on all sides

INFORMATION TO INCLUDE

HEADING

Your full name, school and/or home address, email (school OR email) and phone number

EDUCATION

List College of the Holy Cross, with year of graduation on the right. Major, minor and concentration can be included underneath College of the Holy Cross (be sure to add Bachelor of Arts). If you have a 3.0 GPA or above, add this on the line below Bachelor of Arts and your major. Awards and honors can also be included in this section. Study abroad institutions will live in your Education section, as well.

EXPERIENCE

Organize your experiences into categories (Internships, Volunteer, Work Experience). Include your title, name of organization, city and state, and then the dates on the right-hand side of the page.

ATHLETICS

If you are a member of a varsity sports team, indicate your participation.

LEADERSHIP

Include titles and dates of any leadership roles you have held, with descriptions if possible.

CAMPUS ACTIVITIES

Note any organizations to which you belong, along with title and dates. For location of campus activities, College of the Holy Cross can be used. For any campus activities that take place off campus (Ex: SPUD or CBL), please use the city or town instead of College of the Holy Cross for a location.

SKILLS

List any computer, language or laboratory skills as well as certifications. Please avoid adding interpersonal skills in this section (Ex: teamwork, leadership, communication, Etc.)

NEATNESS COUNTS!

No typos, grammatical errors or misspelled words. Do not rely on a "spell check" function to catch all errors. Aim for a visually-pleasing uncluttered appearance. Use bullet points for a sense of visual balance.

DROP IN HOURS

MONDAY-FRIDAY 1:00PM - 4:00PM
HOGAN 203

ACTION WORDS

Achieved	Determined	Invested	Rejected
Addressed	Developed	Investigated	Related
Administered	Devised	Launched	Renegotiated
Advised	Directed	Led	Reorganized
Analyzed	Distributed	Liquidated	Reported
Anticipated	Documented	Localized	Researched
Appointed	Doubled	Located	Resolved
Appraised	Drafted	Maintained	Reviewed
Approved	Edited	Managed	Revised
Arranged	Eliminated	Marketed	Revitalized
Assessed	Employed	Minimized	Saved
Audited	Enforced	Modernized	Scheduled
Avoided	Engineered	Monitored	Secured
Bought	Ensured	Negotiated	Selected
Built	Established	Obtained	Settled
Calculated	Evaluated	Operated	Shaped
Centralized	Expanded	Organized	Simplified
Collaborated	Expedited	Performed	Sold
Combined	Facilitated	Planned	Solved
Communicated	Forecasted	Prepared	Specified
Complied	Formed	Presented	Staffed
Composed	Formulated	Prevented	Standardized
Computed	Founded	Processed	Stimulated
Concluded	Generated	Produced	Streamlined
Condensed	Graded	Programmed	Studied
Conducted	Guided	Promoted	Supervised
Controlled	Hired	Proposed	Supported
Coordinated	Identified	Proved	Surpassed
Created	Implemented	Provided	Surveyed
Cultivated	Improved	Published	Taught
Decentralized	Improvised	Purchased	Tested
Decreased	Increased	Recommended	Tightened
Defined	Initiated	Recruited	Tripled
Delegated	Inspected	Redesigned	Utilized
Demonstrated	Instructed	Reduced	Wrote
Designed	Interviewed	Regulated	

Avoid: "Responsible for..." or "Responsibilities included..."