

RESUME



A **RESUME** is a **one-page** summary of your academic, employment, and co-curricular experiences.

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 backgrounds 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. Its length can range from 2-4 pages.

HELPFUL HINTS

YOUR EXPERIENCES

For each significant experience, describe your specific duties and responsibilities.

- ✓ 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) and the results of your work if you believe that this data will strengthen your resume.
- ✓ Also, include any significant **accomplishments, achievements, or awards**.

KEYWORDS

Many employers scan and store resumes into databases which are searched by "keywords" to identify candidates with the skills, experience, and educational background sought for specific positions. Make sure keywords are incorporated in descriptions.

COMMON JARGON

Whenever possible, use common or accepted jargon (e.g., MS Word, MS Excel, Access, Mac OS, MSDOS, GPA, etc.). The more you use, the more likely the reader will pick up on important transferable skills you possess.

KEEP IT SIMPLE & CLEAN

Avoid parentheses, underlining, graphics, abbreviations, borders, italics, lines, columns, or brackets.

FORMAT

- Use one font style throughout the entire resume (Arial, Helvetica or Tahoma).
- Use a font size of 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 home addresses, email and phone number.

EDUCATION

List College of the Holy Cross, year of graduation, major, minor and concentration, awards and honors, GPA (if over 3.0), and study abroad institutions should be listed separately.

EXPERIENCE

If possible, organize your experiences into categories (Internships, Volunteer, Employment). Include your title, name of the organization, dates, and city, state.

ATHLETICS

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

LEADERSHIP

Include title and dates of any leadership roles you have held.

CAMPUS ACTIVITIES

Note any organizations to which you belong.

SKILLS

List any computer, language, or laboratory skills as well as certifications.

NEATNESS COUNTS!

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

RESUME WRITING WORKSHOPS

TUESDAYS 4:00PM
HOGAN 203

DROP IN HOURS

MONDAY-FRIDAY 1:00PM - 4:00PM
& WEDNESDAY 10:00AM - 12:00PM
HOGAN 203

SAMPLE

Sally Student

One College Street PO Box 9999 Worcester, MA 01610
(987) 654-3210 resume12@holycross.edu

EDUCATION

College of the Holy Cross, Worcester, MA May 2018
Bachelor of Arts, Economics
GPA 3.06/4.0

Westminster School, Simsbury, CT May 2014
Graduated with High Honors
Varsity Basketball, Captain

WORK EXPERIENCE

Waitress, **The Oarweed Restaurant**, Ogunquit, ME Summer 2013, 2015
• Welcomed patrons of an upscale waterfront eatery and a seasonal family restaurant
• Provided excellent customer service resulting in increased sales and repeat business

Sales Associate, **Laura Rose Gem & Silver**, Ogunquit, ME Summer 2015
• Guided customers through purchases, handled financial transactions
• Selected and ordered inventory

Assistant Coach, **Connecticut Shamrocks AAU Basketball Club**, Windsor, CT Summer 2012
• Taught fundamentals of basketball to team of 10 elementary school girls
• Earned first place in the 2012 Connecticut state tournament

ACTIVITIES & SERVICE

Secretary, **Latin American Student Organization**, College of the Holy Cross Fall 2015 - Present
• Record minutes at weekly meetings
• Manage organization email account and maintain communication with general members

Writer, **The Crusader**, College of the Holy Cross Fall 2015 - Present
• Contribute weekly articles to the opinion section

Volunteer, **Friendly House**, Worcester, MA Fall 2014 - Present
• Mentor students ages 8-13 from low-income and underrepresented communities

Freshman Liaison, **Student Government Association**, College of the Holy Cross Fall 2014
• Worked collaboratively with executive board to plan campus wide events
• Planned and organized a general membership meeting

Peer Leader, **Westminster School** Fall 2013 - Spring 2014
• Mentored and met weekly with incoming freshman student

The Crier, Westminster School

Editor Fall 2013 - Spring 2014
• Oversaw production of weekly school paper
• Reviewed and edited student articles

Staff Writer Fall 2011 - Spring 2013
• Wrote and submitted weekly articles focused on student life and school events

SKILLS

Computer: Word, Excel, PowerPoint

Language: Conversational Italian

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..."