

Resume Writing Guide



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Resume Writing Guide

This guide is designed to help you construct the first draft of your resume. While there is no one “right” format, the Bates Career Development Center welcomes you to consider using the following guidelines to create a general format for your own resume that may be adapted as needed.

Purpose

A resume is an individually designed document that summarizes your education, experiences, and qualifications as they relate to your career goal(s). The primary purpose of a resume is to market you to a potential employer in hope of **securing an interview**. The resume and the cover letter provide the prospective employer with a first impression of you. It is not necessary to include every single experience in your background; think about how you might be able to showcase your transferable skills from the most relevant positions. Your resume should call attention not just to what you have done, but to the results of your efforts.

Format and style

- The most common resume format is **reverse chronological** in which education and experience (both paid and unpaid) are listed in chronological order, starting with the most recent and working backwards
- Consider using a traditional font (such as Times New Roman) and resist the urge to get too fancy or creative
- Use a minimum font size of 10-point, and a maximum of 12-point; font size should be consistent throughout your entire resume
- Be selective when using bold, italics, underlining and capitalization to emphasize words and headings; overuse will detract from its effectiveness
- Use white space and consistent formatting to create a document that flows smoothly and is aesthetically pleasing

Content

- Resumes written by college students and recent graduates should be limited to one page
- Keep the job or internship in mind when writing your resume
- Give more space and emphasis to the aspects of your experience that are most pertinent to the position

Name, Address, Telephone, and Email (required)

- Use your full name and set it apart from the body of the resume
- Include your current address and if you plan to return to your hometown, include your permanent address. List one telephone number where you can be reached at all times
- Include an email address that you check regularly

Education (required)

- List the name(s) of college(s) attended (including off-campus study), location (city and state or country), degree or certificate received (spell out Bachelor of Arts or Science), expected date of completion, major/concentration, and minor
- Include your senior thesis if you complete one with a one-line title (or proposed title) of your thesis
- Consider including the name of your high school and related activities if you are an underclass student or if relevant to your career or geographic pursuits; it is fine to leave this information out if you do not have enough room
- While your grade point average (GPA) is generally not required on a resume (many employers in finance, law, and consulting *require* that one's cumulative GPA be included), it is wise to include it only if it enhances your qualifications; see a counselor if you have any questions about whether or not to include your GPA

Honors and Awards (optional)

- This section can stand alone or can be included as part of your education section
- List academic honors (i.e., Dean's List) and any achievements that demonstrate academic excellence
- Senior thesis may be included here, especially if you were selected to complete an Honors thesis
- Provide a brief description of any rewards received
- Include relevant dates

Experience (required)

This section shows how your work experience relates to your career or job choice and demonstrates to the employer that you have the skills necessary to do the work. Include relevant experiences and skills gained from any of the following: full-time, summer, and/or part-time work, internships, field work, special research projects, volunteer work, and extracurricular activities. Here are some tips:

- **Use action verbs** to describe your responsibilities (i.e., research(ed), create(d)); see list of action verbs on the last two pages of this guide
- Verb tense will depend upon whether or not you are currently performing the tasks stated
- **Highlight your accomplishments and/or the results** of your work, including promotions
- **Quantify your experience** if possible (i.e., number of people supervised, amount of money raised)
- **Emphasize transferable skills** that reveal your leadership, values and strengths even if they were in beginner-level jobs
- Lead off with the name of the employer or organization and location; on a separate line, list the job title
- **Experience** should be listed in reverse chronological order; **include the dates** for each experience

Activities (optional)

- This section is important for liberal arts students and recent graduates; it often adds depth to your resume by showing commitment and involvement outside of academic coursework and employment
- Include leadership positions and membership in clubs, organizations, and/or athletics
- Illustrate how you progressed (i.e., member to president, writer to editor)
- You may choose to briefly elaborate on your role(s) and/or provide descriptions for those activities that require further explanation

Skills and Interests (optional)

- Consider using this section to highlight special skills that are applicable to the type of job sought; these could include foreign language proficiency (i.e., highly proficient in Spanish) computer, technical, scientific and/or artistic skills, or special certifications
- Include any specific interests not otherwise noted on your resume that you want prospective employers to know about you (i.e., extensive global travel experience, skiing, ballroom dancing)
- After you decide what you will include in this section, choose an appropriate heading name (i.e., Skills and Interests, Interests and Achievements)
- Personal data (such as religious affiliation, marital status, date of birth) should not be included on the resume
- International students with legal permission to work in the U.S. should state this on the resume

Publications (optional)

- List published articles, books, or manuscripts
- Identify the publisher and/or publication and include actual or expected date of publication

Getting Started

Step 1 - Brainstorm:

- List your jobs, major activities, educational experiences, and accomplishments during the last five years
- Describe your experience
- Think about the skills you used in each job/activity and choose action verbs (attached list) which most accurately describe your responsibilities and accomplishments
- Focus on accomplishments and how you added value to the organization

Step 2 - Organize your information:

- Determine the best way to group your experiences and choose appropriate section headings
- Do not be bound by the particular headings listed in this guide
- Choose a style that best suits your needs

Step 3 - Format your information by writing a draft:

- Select substantive action verbs to lead off each skill set
- Decide how best to emphasize certain pieces of information (i.e., job title, employer) with the use of bold type, italics, and/or capitalization
- Concise yet specific language is most effective

Step 4 - Get your resume reviewed:

- It is important to have your resume reviewed by a member of the Bates Career Development Center staff
- It is also recommended that you have someone in your field of interest provide feedback as well

Step 5 - Polish your resume:

- Proofread: your resume needs to be free of *any* typos or grammatical errors
- It often takes a few drafts to refine what you have written
- Remember that your resume is dynamic – it will change often as you gain experience and determine your career path

Tips for Success

- Be honest
- Identify and emphasize measurable results and accomplishments with facts and figures whenever possible
- Be consistent in your use of headings, verbs, grammar, hyphens, indentations and bullets
- Avoid use of pronouns (I, my, etc.) and abbreviations (except the two-letter code for states)
- Minimize use of articles (the, an, a) and prepositions (of, for, in, with)
- Check for and eliminate misspelled words, typos, and grammatical errors!
- Update your resume each time you change responsibilities and/or gain experience
- Use white or light colored bond paper and matching envelopes
- Print on a high-quality printer
- List the names, titles, addresses, and phone numbers of references on a separate document

Bates Career Development Center Assistance

The BCDC is open Monday through Friday from 8:00 am to 4:30 pm. Walk-in hours are a great time to have your resume reviewed quickly. To make an appointment for a more in-depth resume review, please call 207.786-6232. We look forward to working with you!

* Sample resume – please keep in mind that your resume does not need to look exactly like this one*

JOHN BATES

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johnbates@bates.edu • 207.786-6232

EDUCATION

Bates College Lewiston, ME May 2011
Bachelor of Arts, Economics; Spanish minor
Dean's List for Academic Excellence: Fall 2008 – 2010, Spring 2010
Harvard Center Award for Outstanding Community Volunteerism and Student Leadership May 2010
Full-Year Honors Thesis: "Resources for domestic violence victims in Chile"

University of Valparaiso Valparaiso, Chile Fall 2010

EXPERIENCE

Bates College Lewiston, ME 2009 – Present
Residence Coordinator Team Leader

- Coordinate staff of eight Junior Advisors
- Serve as liaison to the Dean of Students Office
- Organize three to four community events during each academic year

Junior Advisor 2008 – 2009

- Developed educational and social programs to facilitate integration of first-year students into the Bates Community
- Organized and managed first-year student orientation events
- Facilitated mediation between roommates

Promethean Asset Management New York, NY Summer 2010
Credit Analyst Intern

- Performed rigorous fundamental credit analysis and prepared investment proposals for portfolio managers
- Assessed macroeconomic conditions and market trends to contextualize investment recommendations
- Devised hedging strategies to limit downside risk on core positions

Children for Children New York, NY Summer 2009
Volunteer

- Planned and implemented Spring Gala fundraising events by soliciting auction donations, scheduling guest speakers, managing invitation mailings, and overseeing guest registration
- Coordinated volunteers and speakers for Girls Leadership Summit Weekend

Bates College Investment Club Lewiston, ME Fall 2007 – Spring 2009
Member

- Recommended Anglo American PLC (Nasdaq: AAUK) for investment, yielding better than 30% return
- Managed \$100,000 investment pool to generate returns benefiting financial aid at Bates College as part of overall club activity
- Taught other students about basics of financial valuation and investing

SKILLS AND INTERESTS

- Highly proficient in Microsoft Word, Excel, Powerpoint, and Photoshop
- Highly proficient in Spanish
- Extensive travel to Asia, Europe and South America
- Certified lifeguard; avid golfer and skier

Action verbs to consider using:

accelerated	converted	framed	originate	
accomplished	coordinated	fulfilled	overcame	set up
achieved	corrected	gathered	overhauled	settled
addressed	counseled	generated	oversaw	shaped
administered	crafted	guided	participated	showed
adapted	created	halved	performed	simplified
addressed	cultivated	handled	persuaded	sold
administered	cut	headed	pinpointed	solved
advised	decentralized	helped	pioneered	specified
allocated	decorated	hired	planned	sponsored
answered	decreased	identified	prepared	staffed
appeared	defined	implemented	presented	standardized
applied	delegated	improved	prevented	started
appointed	delivered	improvised	processed	stimulated
appraised	demonstrated	increased	procured	streamlined
approved	designated	influenced	produced	strengthened
arbitrated	designed	initiated	programmed	stretched
arranged	determined	inspected	projected	structured
assembled	developed	inspired	promoted	studied
assessed	devised	installed	proposed	submitted
assigned	diagnosed	instigated	proved	suggested
assisted	directed	instituted	provided	summarized
assumed	discharged	instructed	published	supervised
attained	discovered	insured	purchased	supported
audited	dispatched	integrated	quantified	surpassed
augmented	dispensed	interpreted	quickened	surveyed
averted	distributed	interviews	realized	sustained
avoided	documented	introduced	recommended	synthesized
brought	doubled	invented	reconciled	systematic
briefed	earned	inventoried	recruited	tailored
broadened	edited	invested	redesigned	taught
brought	effected	investigation	reduced	terminated
built	eliminated	invoiced	re-established	tested
calculated	employed	launched	regulated	tightened
captured	empowered	led	referred	traded
centralized	encouraged	lightened	reinforced	trained
clarified	endowed	liquidated	regulated	transacted

classified	enforced	located	rejected	transferred
coached	enlisted	made	related	transformed
collaborated	engineered	maintained	renegotiated	translated
combined	established	managed	renovated	trimmed
compared	estimated	manipulated	reorganized	tripled
compiled	evaluated	marketed	repaired	tutored
completed	examined	measured	reported	uncovered
composed	exceeded	mediated	represented	undertook
computed	executed	minimized	researched	unified
conceived	exercised	mobilized	reshaped	upgraded
concerned	expanded	modernized	resolved	used
concluded	expedited	modified	restored	utilized
condensed	extended	molded	reviewed	verified
conducted	extracted	monitored	revised	vindicated
consolidated	fabricated	motivated	revitalized	vitalized
constructed	fashioned	negotiated	revived	widened
consulted	financed	obtained	saved	withdraw
consummated	forecasted	offered	scheduled	won
contracted	formed	operated	searched	worked
contributed	formulated	ordered	secured	wrote
controlled	founded	organized	selected	