

Résumé Development Guide



Career Development Office

Gund Commons, Lower Level

Call: (740)427-5165

Email: cdo@kenyon.edu

Schedule an Appointment: <http://career.kenyon.edu>

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WHAT IS A RÉSUMÉ?

A résumé is a summary of your education, skills, accomplishments, and experience. To prepare a successful résumé, you need to know how to review, summarize, and flawlessly present your experiences and achievements – briefly and concisely. Résumé length is often debated, but many employers prefer one page for someone without full-time job experience. Most employers will agree that they spend less than 10 seconds looking at a résumé, so organize your résumé to communicate your accomplishments effectively. *Remember, a résumé is never right or wrong. A résumé is either effective or ineffective.*

RÉSUMÉ CONTENT

Before you start, keep in mind these general tips:

- Important information should stand out on the résumé. Some methods to accomplish this are by the use of capitalization, bolding, underlining, and italicizing.
- If sending via hard copy, use high quality bond paper in colors such as white, ivory, or light gray. Avoid darker colors or patterns, as your résumé might be photocopied, faxed, and/or scanned into a computer system.

HEADING

Begin your résumé with identifying information: your name, address, phone number, and email address. You might include both your campus and home contact information if you are a current student. If you wish to include your LinkedIn URL, or a link to your own website or portfolio, make sure it contains only professional information and images for a positive first impression.

EDUCATION

This section should include the name of the college/university, location (city and state), your degree and major(s), and when it was earned or is expected (month and year). Other optional information may include: minors, concentrations, GPA, relevant coursework, honors/awards/scholarships, off-campus study information, etc.

Generally, it is not necessary to list your high school diploma under the education category. Exceptions may be for individuals who attended a private school and are seeking a teaching position in the same environment or underclass students seeking summer jobs/internships. In this case, list your education institutions in reverse chronological order. Thus, Kenyon will be listed first.

EXPERIENCE

This section should highlight key aspects of your experiences, describing the tasks you completed and showcasing any accomplishments you achieved. Start with your most recent and work backwards. This category could include summer jobs, internships, on-campus jobs, volunteer work, related class projects, etc.

You will want to include the name of the organization, location (city and state), dates of involvement, your title, and two or three phrases describing what you did. Start each phrase with an action verb (see résumé action verb list on page 4). Avoid using personal pronouns, such as “I,” “me,” or “my.”

If you have several experiences related to the position you are seeking, you could create a more tailored category heading. For example, your category heading for a teaching position could be Teaching Experience or Youth-Related Experience.

LEADERSHIP EXPERIENCE

Keep this section simple, and formatted the same as you have your work and internship experiences. State the name of the organization, positions held (if any), your accomplishments, and the time frame of each involvement. Include athletics, clubs, student organizations/government, etc.

OTHER CATEGORIES

Here are examples of other category headings you might want to use to highlight information:

- **Summary of Skills/Summary of Qualifications** (fluency in a foreign language or specific computer programs, for example)
- **Honors and Awards**
- **Volunteer Work** (if not included in Experience section)
- **Research Projects**
- **Theatrical Productions/Roles**
- **Juried Exhibitions**

A WORD FROM THE CDO STAFF....

A dilemma many college students and new graduates encounter when writing résumés is that they have little or no relevant work experience. First, if you can, get some experience.

Campus organizations, internships, community service, volunteer work or special projects for an academic department are great ways to gain that experience. You can also list courses, seminars, workshops and training programs you have taken that are related to the position. Educate the employer on the skills you have acquired during these experiences. Market your uniqueness and valuable transferable skills.

Document your ability to do the following, and give examples of how you:

- learn quickly
- adapt to new environments
- research, analyze and solve problems
- initiate and develop new programs
- work in a team situation
- lead a team
- follow instructions
- deal with ambiguity
- make a decision
- communicate effectively
- are self-managed
- are resourceful
- are reliable
- follow through on projects

REFERENCES

Do not indicate references on your résumé. However, you will want to have them available. List the name, title, organization, address, phone number, and email address of your references in a separate document. Be sure you have obtained their consent to release their information.

RÉSUMÉ ACTION WORDS (BY SKILL SET)

Use these verbs to construct intelligent descriptions of your accomplishments.

Communication/ People Skills	Creative Skills	Estimated	Management/ Leadership Skills	Replaced	Critiqued
Advertised	Acted	Forecasted	Administered	Restored	Detected
Arranged	Adapted	Installed	Analyzed	Reviewed	Determined
Articulated	Composed	Managed	Appointed	Scheduled	Diagnosed
Clarified	Conceptualized	Measured	Approved	Secured	Evaluated
Collaborated	Created	Planned	Assigned	Selected	Examined
Communicated	Customized	Prepared	Attained	Streamlined	Experimented
Composed	Designed	Programmed	Authorized	Strengthened	Explored
Consulted	Developed	Projected	Chaired	Supervised	Extracted
Contacted	Directed	Qualified	Considered	Terminated	Formulated
Convinced	Displayed	Reconciled	Consolidated	Utilized	Gathered
Corresponded	Drew	Reduced	Contracted	Organizational Skills	Inspected
Debated	Entertained	Repaired	Controlled	Arranged	Interviewed
Defined	Established	Researched	Converted	Catalogued	Invented
Directed	Fashioned	Retrieved	Coordinated	Categorized	Investigated
Discussed	Formulated	Solved	Decided	Charted	Located
Drafted	Founded	Validated	Delegated	Classified	Measured
Edited	Illustrated	Helping Skills	Developed	Coded	Organized
Elicited	Initiated	Adapted	Directed	Collected	Researched
Expressed	Instituted	Advocated	Eliminated	Compiled	Reviewed
Formulated	Integrated	Aided	Emphasized	Distributed	Searched
Furnished	Introduced	Answered	Enforced	Executed	Solved
Incorporated	Invented	Arranged	Enhanced	Filed	Summarized
Influenced	Modeled	Assessed	Established	Incorporated	Surveyed
Interacted	Modified	Assisted	Executed	Inspected	Tested
Interpreted	Originated	Clarified	Generated	Teaching Skills	Adapted
Interviewed	Performed	Coached	Handled	Logged	Advised
Involved	Photographed	Collaborated	Headed	Maintained	Clarified
Joined	Planned	Contributed	Hired	Monitored	Coached
Judged	Revised	Counseled	Hosted	Operated	Communicated
Lectured	Revitalized	Demonstrated	Improved	Ordered	Conducted
Listened	Shaped	Diagnosed	Incorporated	Organized	Coordinated
Marketed	Solved	Educated	Increased	Prepared	Critiqued
Mediated	Data/Financial/ Technical Skills	Encouraged	Initiated	Processed	Developed
Moderated	Adapted	Ensured	Inspected	Provided	Enabled
Observed	Administered	Expedited	Instituted	Purchased	Encouraged
Participated	Adjusted	Facilitated	Led	Recorded	Evaluated
Presented	Allocated	Familiarized	Managed	Registered	Facilitated
Promoted	Analyzed	Furthered	Merged	Reserved	Focused
Proposed	Applied	Guided	Motivated	Routed	Guided
Publicized	Assembled	Helped	Navigated	Scheduled	Individualized
Referred	Assessed	Insured	Organized	Standardized	Informed
Reported	Audited	Intervened	Originated	Systematized	Instilled
Resolved	Balanced	Motivated	Overhauled	Updated	Instructed
Responded	Budgeted	Prevented	Oversaw	Research Skills	Motivated
Solicited	Calculated	Provided	Planned	Analyzed	Stimulated
Spoke	Computed	Referred	Presided	Clarified	Taught
Suggested	Converted	Represented	Prioritized	Collected	Trained
Translated	Determined	Resolved	Produced	Compared	Tutored
Wrote	Developed	Supported	Recommended	Conducted	
		Volunteered	Reorganized		

SUMMER JOB/INTERNSHIP SAMPLE FOR UNDERCLASS STUDENTS

ALEXANDER MITCHELL

College Address
PO Box 77
Gambier, OH 43022

mitchella@kenyon.edu
(505) 444-6842

Permanent Address
1756 Lake Drive
Edina, MN 55000

EDUCATION

Kenyon College, Gambier, OH
Bachelor of Arts in History

Expected May 2015

Minor: English

- GPA 3.5/4.0
- Independent Project: History of various writing styles in the 19th Century

Northfield High School, Edina, MN

High School Graduate

June 2011

EXPERIENCE

BMJ Marketing Inc., Columbus, OH

Office Assistant

Summer 2013

- Wrote letters in response to customer requests
- Entered client information into an Excel database
- Researched and responded to client billing questions

Camp Minnetonka, Minnetonka, MN

Camp Counselor

Summer 2011 and Summer 2012

- Supervised a cabin of six, ages 10-14
- Organized camp-wide educational and social events for the campers
- Motivated campers to practice athletic skills and enter camp competitions
- Earned award for most spirited cabin clan in August 2011

LEADERSHIP ACTIVITIES

Kenyon College, Gambier OH

Kenyon Collegian, Staff Writer

Spring 2012-Present

- Compiled articles on Division III athletics and student productions

First-Year Student Council

Fall 2011-Spring 2012

- Organized informational and social events for the K'15 Class

Men's Basketball Team Manager

Fall 2011-Present

Northfield High School, Edina, MN

Student Newspaper, Editor

Fall 2010-Spring 2011

- Composed monthly newspaper, editing article submissions and selecting accompanying photos

Yearbook, Staff Member

Spring 2010-Spring 2011

- Designed layout and selected pictures for the candid senior section

Big Brothers/Big Sisters, Knox County, OH

Volunteer

Fall 2011-Spring 2012

- Mentored an underprivileged 10-year-old male weekly

CHRONOLOGICAL RÉSUMÉ SAMPLE FOR GRADUATES

DIANA HARRIS

836 Meadow Lane • Harrisburg, PA 17011 • (717) 761-0852 • harrisdm@gmail.com

EDUCATION

Kenyon College, Gambier, OH

Bachelor of Arts in Political Science, May 2013

- Minor: Mandarin Chinese
- Cumulative GPA: 3.41/4.00, Merit List Scholar, 2011-2013
- **Relevant Coursework:** Microeconomics, Macroeconomics, Political Economics, Political Philosophy, International Relations, and Mandarin Chinese

Associated Colleges in China, Beijing, People's Republic of China

Intensive Chinese language study program, Spring Semester 2012

Nanjing University, Nanjing, People's Republic of China

Study abroad program for students of Chinese and Chinese studies, Fall Semester 2011

EXPERIENCE

Pennsylvania Office of the Attorney General, Bureau of Consumer Protection, Harrisburg, PA

Research Intern, May 2012-August 2012

- Aided attorneys and agents in investigating cases.
- Researched various legal resources for precedents related to pending cases.
- Mediated complaints to provide a fair solution for clients.

Kenyon College, Gambier, OH

Mandarin Chinese Apprentice Teacher, Fall 2012-Spring 2013

- Lead a drill class of 8 introductory-level college students.
- Prepared daily lesson plans to stimulate learning and interest.
- Provided out-of-class assistance for students.

Hui Long Elementary School, Nanjing, China

English Teacher, September 2011-December 2011

- Taught spoken English to first-grade students.
- Created lesson plans that focused on English vocabulary.
- Developed homework assignments and related materials to aid in students' progress.

Mid city Financial Corporation, Chicago, IL

Project Assistant, June 2010-August 2010

- Assisted Senior Vice President in launching new commercial lending services.
- Prepared Business Resumption Planning materials with staff.

LEADERSHIP ACTIVITIES

Epsilon Delta Mu - Served as:

Treasurer, 2012-2013

- Created budgets and monthly financial statements.

Public Relations Chair, 2011-2012

- Assisted in the maintenance of fraternity web.

COMPUTER SKILLS

- Microsoft Office Software (Access, Excel, PowerPoint, Publisher, Word)
- Social Media (Facebook, LinkedIn, Twitter)

FUNCTIONAL RÉSUMÉ SAMPLE FOR GRADUATES

JERRIN A. MARK

39 Pearl Street • Claremont, NH 03743
(904) 213-4456 • jerrin.a.mark@gmail.com

EDUCATION

Kenyon College, Gambier, OH

Bachelor of Arts in Economics

May 2012

- Minor: Mathematics-Statistics
- GPA in Major: 3.4/4.0
- Overall GPA: 3.1/4.0
- Relevant Courses: Econometrics, Financial Markets, Linear Algebra, Data Analysis, Advanced Calculus

Harvard University, Cambridge, MA

- Courses: Financial Accounting

Summer 2011

Chartered Financial Analyst, Level I Candidate

BUSINESS-RELATED EXPERIENCE

Anchor Capital Advisors, Inc., Boston, MA

Equity Research Intern

Summer 2010

Investment advisory firm with \$1.75 billion under management.

- Drafted research report on home networking/broadband developments for portfolio managers.
- Attended analyst meetings with top management of Motorola, Bristol-Myers Squibb, and Biogen, U.S. Steel, Nucor, & Waters Corp.
- Reviewed business plans for venture capital investments.
- Attended meetings for potential private placements and venture capital opportunities.

Merrill Lynch, Hanover, NH

Research Assistant Intern

Summer 2009

- Assisted brokers in equity, fixed income, and mutual fund recommendations based upon client portfolio holdings and investment strategies.
- Researched transaction records and performed cost-basis analysis for clients' transferred accounts.
- Developed Excel spreadsheets to analyze client portfolio valuation and brokers' universe list.
- Performed risk analysis on portfolio means and variances.
- Began Series 7 exam.

Kenyon Collegian, Gambier, OH

Business Manager

2009-2011

- Assisted in ad layout, billed clients, established new local and national advertising accounts.
- Drafted budget proposal for submission to Student Council Appropriations Committee.

Kenyon Library & Information Services, Gambier, OH

Helpline Analyst

2008-2009

- Provided 'front line' technical support to administration, faculty, and students.
- Supported network resources (networking issues, public computer labs, Internet, and email).

LEADERSHIP EXPERIENCE

WKCO 91.9 "Hot Stock of the Week" Host, 2010-2012

Kenyon Racquetball Club Founder & President, 2010-2012

Archon Society (community service organization) Treasurer, 2009; Past Social Chair

Kenyon Men's Lacrosse Varsity Member, 2008-2009