

# Resume Writing

## What is a Resume?

A resume is a summary of your education, skills, accomplishments, and experience. To prepare a successful resume, you need to know how to review, summarize, and flawlessly present your experiences and achievements – briefly and concisely. Resume length is often debated, but many employers prefer one page for someone without full-time job experience.

Important information should stand out on the resume. Some methods to accomplish this are by the use of capitalizing, bolding, underlining, italicizing, and surrounding areas with white space.

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 resume might be photocopied, faxed, and/or scanned into a computer system.

## RESUME FORMATS

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The next step is to choose an appropriate resume format. Once you have completed your self-assessment and targeted a position, choose a format that will highlight your best skills and experiences for the targeted position.

Remember, you may only have **8 seconds** to convince a prospective employer to call you for an interview, so organize your resume to communicate your accomplishments effectively.

There are two basic types of resumes: **chronological** and **functional**. All other types of resumes are combinations of these two basic formats. Consider creating a number of resumes targeted to different positions in which you are interested. Challenge yourself to be creative in the way you communicate the value you can bring to an organization.

**When to use a Chronological Resume:**  
*(a resume organized by job titles with the most recent position first)*

- You know the employer will expect a traditional resume (Fortune 500 companies and the education and government industries are usually more traditional).
- You can show a consistent work history that relates directly to the targeted job.
- Your job history shows consistent growth and development without major gaps.

**When to use a Functional Resume:**  
*(emphasis is on skills and accomplishments)*

- Your experience comes from a variety of jobs and experiences, volunteer work or unpaid positions.
- You want to focus on the skills and accomplishments that are related to the future job rather than your past work.
- The job titles you have held do not illustrate your accomplishments and responsibilities.

**Before you start writing/updating your resume, ask yourself these two questions:  
Who is your intended audience? What do you do well?**

# RESUME CONTENTS

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## HEADING

Begin your resume with **identifying information**: your name, address, phone number, and e-mail address. You might include both your campus and home contact

information. You may want to include your own web site URL. Make sure it contains only professional information and images for a positive first impression.

## OBJECTIVE (*Optional*)

A good way of focusing your resume is to write an **objective**, clearly telling the employer the sort of work you're hoping to do. Keep it brief – preferably one or two lines. Include the position for which you are applying and some supporting skills you have to offer. If you are

interested in several different types of work, you can either have two (or more) resume versions, each with a specific objective or omit the objective from your resume and state your objective in your cover letter.

## EDUCATION

Tell employers what you've learned in your **education** section. This section should include your degree, where and when it was earned or is expected (month and year), and your major(s). Other optional information may include: minors, concentrations, GPA, courses completed, 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 describe your accomplishments with any **experience** you have had. Start with your most recent and work backwards. This category could include summer jobs, internships, externships, 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 resume action verb list on next page). 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.

## COMMUNITY/CAMPUS ACTIVITIES

Keep this section simple. State the name of the organization, positions held (if any), your accomplishments, and the time frame of each

involvement. Includes athletics, clubs, student organizations/government, etc.

## SPECIAL/OTHER CATEGORIES

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

### **Volunteer Work**

(if not included in Experience section)

### **Special Skills**

(fluency in a foreign language or specific computer programs, for example)

### **Honors and Awards**

### **Leadership Activities**

### **Theatrical Productions/Roles**

### **Juried Exhibitions**

### **Research Projects**

\* Almost anything can be a special category on your resume!

## REFERENCES

Do not indicate references on your resume. However, you'll want to have them available. List the name, title, address, phone number and e-mail address of your references in a separate

document. Be sure you've obtained permission for releasing contact data. A "Providing References" handout is available at the Career Development Office.

## RESUME ACTION VERBS

**Use these verbs to construct intriguing descriptions of your endeavors and accomplishments!**

Accomplished	Coordinated	Generated	Modified	Recorded
Achieved	Created	Handled	Monitored	Reduced
Acted	Cultivated	Headed	Motivated	Reinforced
Administered	Decreased	Identified	Negotiated	Reported
Advised	Defined	Illustrated	Observed	Represented
Analyzed	Delegated	Implemented	Obtained	Researched
Assessed	Demonstrated	Improved	Operated	Resolved
Assisted	Designed	Increased	Organized	Reviewed
Attained	Determined	Influenced	Participated	Scheduled
Balanced	Developed	Informed	Performed	Selected
Budgeted	Directed	Initiated	Planned	Served
Calculated	Documented	Innovated	Predicted	Simplified
Collected	Drafted	Instituted	Prepared	Sketched
Communicated	Edited	Instructed	Presented	Solved
Compiled	Eliminated	Integrated	Processed	Staffed
Completed	Ensured	Interpreted	Produced	Streamlined
Composed	Established	Introduced	Projected	Submitted
Conceived	Estimated	Launched	Proposed	Summarized
Condensed	Evaluated	Learned	Provided	Synthesized
Conducted	Examined	Lectured	Qualified	Systemized
Consolidated	Exhibited	Led	Quantified	Tabulated
Constructed	Explained	Maintained	Questioned	Transacted
Controlled	Facilitated	Managed	Received	Updated
Converted	Finalized	Marketed	Recommended	Verified

## **RESUME TIPS FOR STUDENTS WITH LIMITED EXPERIENCE**

A dilemma many college students and new graduates encounter when writing resumes 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. Secondly, highlight your general qualifications, as well as specific skills and course work.

**List your education before work history**, as it may be your strongest feature at this time. (People with several years of full-time experience often put education toward the bottom of a resume.) 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

\*\* 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.

## Summer/Internship Resume Sample for Underclass Students

### ALEXANDER MITCHELL

mitchella@kenyon.edu

#### College Address

PO Box 777  
Gambier, OH 43022  
(740) 427-5230

#### Permanent Address

1756 Lake Drive  
Edina, MN 55000  
(740) 582-0325

#### OBJECTIVE:

A summer internship with a daily newspaper utilizing research, writing, and computer skills.

#### EDUCATION:

Kenyon College, Gambier, OH

Bachelor of Arts expected May, 2013

Major: History      Minor: English      GPA: /4.0 (if you have it)

Independent Project: History of various writing styles in 19<sup>th</sup> Century

Northfield High School, St. Olaf, MN

Graduated June, 2009    Dean's List - all semesters

#### EXPERIENCE:

Office Assistant, *BMJ Marketing Inc.*, Columbus, OH (Summer, 2010)

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

Camp Counselor, *Camp Minnetonka*, Minnetonka, MN (Summer, 2009)

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

#### ACTIVITIES/VOLUNTEER WORK:

##### Kenyon College

First-Year Student Council - Organize events for the class of 2013

Manager - Men's basketball team (2009 - present)

##### Northfield High School

Student Newspaper - Editor (2008-2009), Staff Writer (2007-2009)

Yearbook - Designed senior section (2008-2009)

Varsity Curling Team - Finalist, Minnesota State Championships (2008-2009)

##### Knox County (Ohio) Community

Big Brothers/Big Sisters - Mentored an underprivileged 10-year-old weekly (2009-2010)

#### SPECIAL SKILLS:

Java, PowerPoint, Excel, Windows

## Chronological Resume Sample

**Douglas M. Harris**      harrisdm@kenyon.edu

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836 Meadow Lane    ■ Harrisburg, PA 17011    ■ (717) 761-0852

P.O. Box 1261    ■ Gambier, OH 43022    ■ (740) 427-6286

### **EDUCATION**

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**Kenyon College**, Gambier, OH

*Bachelor of Arts, May 2010*

*Major: Political Science      Minor: Mandarin Chinese*

Cumulative GPA - 3.41/4.00    Merit List Scholar, 2006-2007

Courses include 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 2009

**Nanjing University**, Nanjing, People's Republic of China

Study abroad program for students of Chinese and Chinese studies, Fall 2008

### **EXPERIENCE**

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*Research Intern*, May 2009-August 2009

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

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

*English Teacher*, September 2008-December 2008

**Hui Long Elementary School**, Nanjing, China

- Taught spoken English to first-grade students.
- Created lesson plans.
- Developed materials to aid in students' progress.

*Project Assistant*, June 2008-August 2008

**Mid city Financial Corporation**, Chicago, IL

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

### **LEADERSHIP ACTIVITIES**

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Phi Kappa Sigma Fraternity - Served as:

*Treasurer* - Created budgets and monthly financial statements. 2008-2009

*Public Relations Chair* - Assisted in the maintenance of fraternity web. 2007-2008

### **COMPUTER SKILLS**

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MS Word, MS Excel, MS Publisher, MS Access, MS PowerPoint

# Functional Resume Sample

## JERRIN A. MACK

P.O. Box 1463  
Gambier, OH 43022  
(740) 427-6070

MackJA@Kenyon.edu

39 Pearl Street  
Claremont, NH 03743  
(904) 213-4456

### EDUCATION

#### **Kenyon College**, Gambier, OH

Bachelor of Arts, May 2010

Major: Economics

Minor: Mathematics-Statistics

GPA in Major: 3.4/4.0

Overall GPA: 3.1/4.0

Courses: Econometrics, Financial Markets, Linear Algebra, Data Analysis, Advanced Calculus

#### **Harvard University**, Cambridge, MA (Summer 2009)

Courses: Financial Accounting

**Chartered Financial Analyst**, Level I Candidate

### BUSINESS-RELATED EXPERIENCE

#### **Anchor Capital Advisors, Inc.**, Boston, MA, *Equity Research Intern* Summer 2009

Investment advisory firm with \$1.75 billion under management. Performed due diligence and drafted a research report on home networking/broadband developments for portfolio managers. Attended analyst meetings with top management of Motorola, Bristol-Myers Squibb, 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 2008

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 Library & Information Services**, Gambier, OH, *Helpline Analyst* 2007-2010

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

#### **Kenyon Collegian**, Gambier, OH, *Business Manager* 2006-2007

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

### LEADERSHIP AND COMMUNITY SERVICE

**WKCO 91.9** "Hot Stock of the Week" Host, 2009-Present

**Kenyon Racquetball Club** Founder & President, 2008-Present

**Archon Society** (community service organization) Treasurer, 2008; Past Social Chair

**Wiggin Street School** Reading and Math Volunteer Tutor, 2006-Present

**Kenyon Men's Lacrosse** Varsity Member, 2007-2008

### COMPUTER SKILLS

Java, Excel, PowerPoint, Windows

## Chronological Resume Sample

### Samuel L. Russell

#### School

Box 1762  
Gambier, OH 43022  
tel: 740.427.6054

fax: 212.202.4740  
e-mail: russells@kenyon.edu  
personal.kenyon.edu/russells

#### Home

452 Philadelphia  
Alma, MI 48801  
tel: 517.463.5618

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#### Education

2006-2010

**Kenyon College**, Gambier, OH

*Bachelor of Arts degree in History*, May, 2010

- ◆ Honors Thesis: "America's Secret Sonic Weapon: Jazz and the Cold War, 1954-59"
- ◆ Distinguished Achievement Academic Scholarship, 2006-2010
- ◆ Mellon Denison-Kenyon Proximity Learning Grant, Student Representative
- ◆ GPA: 3.7/4.0; Dean's list every term

2008-2009

**Universiteit van Amsterdam**, Amsterdam, Netherlands

*Certificate student in Humanities/European Studies*

- ◆ Studied European Union (EU), European history, politics, government

#### Work

##### Experience

Spring 2009

**Nicol Stephen for Scottish Parliament Campaign**, Aberdeen, Scotland

*Press Officer*

Served as press officer in successful campaign for Scottish Parliament. Communicated positions with local and national media, wrote daily press releases, and campaigned in the community with the candidate.

Summer 2008

**Kenyon College Information Services**, Gambier, OH

*Web Designer*

Worked with faculty and college personnel designing collegiate and departmental web pages. Dealt with HTML, JAVA, ASP, and graphic design. Independently coordinated large projects highlighting potentials of technology in academia. Served as the student representative of a Mellon Collaborative Learning grant (enhanced-learning.org).

Summer 2007

**Lippert Components, Inc.**, Alma, MI

*Information Systems Consultant*

Worked in Information Technology (IT) department at national headquarters of steel fabricating company. Helped in implementation of PeopleSoft business software. Created and produced company financial and production reports.

#### Interests

- ◆ Performing (saxophone), composing, listening to, and writing jazz
- ◆ African and African-American history; a sample web project about the Great Migrations can be seen at <http://www.kenyon.edu/projects/neh>
- ◆ Travel: spent 2008 and 2009 studying in Amsterdam, working in Scotland, and traveling Europe

# Functional Resume Sample

## VICTORIA B. ROSENTHAL

P.O. Box 1514  
Gambier, OH 43022  
(740) 427-6051

rosenthalv@kenyon.edu

58 Overlook Drive  
Golf, IL 60029  
(847) 729-9376

### Education

*Kenyon College*, Gambier, OH

Bachelor of Arts in Anthropology expected May, 2010      GPA: 3.7/4.0  
American Studies Concentration

### Educational Research

*North by South Project*, Kenyon College, Gambier, OH, Academic year 2009-2010

Year-long history project funded by the National Endowment for the Humanities to study the migration of African-Americans from the South to the North. On-site research in Birmingham and Pittsburgh. Includes group work, interviewing, archival research and public presentation. Final project to be a website displaying the year's work.

*Independent Study Project*, N'gaoundéré, Northern Cameroon, West Africa, April, 2009

Designed 4-week-long independent study project as culmination of 3 1/2 months spent studying in Cameroon. Responsible for finding own transportation, making own living arrangements, and finding contacts. Included interviews, participant observation, and primary and secondary research. Final project included a 27-page paper and 30-minute public presentation.

### Experience

**Tour Guide**, *Kenyon College*, Gambier, OH

Fall 2008-Spring 2010

\*Conducted informative tours of campus for prospective students.

**Teacher's Assistant**, *Knox County Head Start*, Mt. Vernon, OH

Fall 2006-Spring 2010

\*Aided teacher in the running of classroom for economically disadvantaged 3-to-5-year-olds on a weekly basis.

**Upperclass Counselor**, *Kenyon College*, Gambier, OH

Fall 2009

\*Advised four, first-year students on academic and social issues to help ease their transition into college life.

**Counselor and Senior Counselor**, *Concordia Language Villages*, Moorehead, MN

Summers 2007, 2008, 2009

\*Prepared lesson plans and taught French to small groups of children ages 8-18.

\*Researched, prepared, and lead culturally relevant activities for small and large groups of children ages 8-18.

\*Created, wrote and lead a daily drama centered around a grammatical aspect of the French language, and performed by counselors.

**Extern**, *Field Museum of Natural History*, Chicago, IL

January 2008

\*Spent one week working with head of anthropology department.

\*Learned aspects of museum anthropology.

**French Apprentice Teacher**, *Kenyon College*, Gambier, OH

Academic Yr, 2007-2008

\*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.

### Leadership Activities/Honors Awarded

Named to Merit List for Academic Year 2006-2007  
Member, Anthropology Student Advisory Board, Present

Snowden Multi-Cultural Board, Present  
Dancer's Co-Operative, 2006-Present