



Writing a Resume

GETTING STARTED

- 1) Brainstorm and list all of your experiences throughout college. Include jobs, internships, volunteer work, community service, academic projects, student groups, extracurricular activities, and hobbies. In the end, some of these things won't stay on your resume, but it's best to include everything at first. First-year and sophomore resumes may include related high school experiences, however, these are typically removed by junior year.
- 2) Divide experiences into categories (Related Experience; Additional Experience; Research Experience; Leadership, etc.) according to the skills and experience required for the position you are seeking.
- 3) Describe your experiences by using strong Action Verbs. (See last page.) Use numbers to quantify skills and accomplishment, such as "Coordinated a team of #", "Instructed # children ages # to #" or "Managed budget of \$."
- 4) Use short phrases and powerful words to stress accomplishments. Never use "I."
- 5) Avoid "responsible for" and "duties included" which present a passive rather than active tone.
- 6) Use capitalization, underlining, bold type, and spacing (consistently and in moderation) to emphasize relevant skills and experiences. The format of a resume is almost as important as the content.

FORMATTING CHECKLIST

- One page in length. (Two full pages is acceptable in certain circumstances.)
- Margins between ½ and 1 inch wide.
- Font size between 10 and 12, and no more than two font styles (one preferred). Sans serif fonts preferable.
- Neat, professional resume format that includes enough white space to make it easy to read.
- Save file as a PDF to be sure the format does not change. Call the document YourName.pdf.

CONTENT TIPS

- ✓ Proofread out loud to eliminate spelling or grammatical errors.
- ✓ List experiences in reverse chronological order (beginning with the most recent).
- ✓ Describe experiences using strong action words and short phrases.
- ✓ Match verb tense with experience (i.e., past tense for experiences that are completed).
- ✓ Eliminate unnecessary words (for example, "I", "a", "an", "various").
- ✓ Use numbers to quantify accomplishments (i.e., Coordinated team of # students or Managed budget of \$).
- ✓ Do not include personal demographic information (for example, age, nationality, gender, children, health).
- ✓ Make sure all information is honest and accurate and can be discussed with an employer.
- ✓ Have your resume critiqued by Career Services and/or at least one person in your field of interest.

RESUME SAMPLES

Resume examples can be found on the following pages. For additional sample resumes specific to Education, Science, Theatre, BA/MA 5th year, go to: <http://www.clarku.edu/offices/career/tutorials/marketing.cfm>



Avoid inappropriate email addresses.

SALLY SOPHOMORE

kittycat@gmail.com • (508) 793-7258

SCHOOL:

Clark University
950 Main Street, Box 007
Worcester, MA 01610

Include only one address.

HOME:

12 Kendall Road
Chicago, IL 60602

OBJECTIVE:

Summer internship in a human service organization

An objective is optional since this will be included in your cover letter. On a beginning resume, it can be a good way to fill space. Just be sure it is short and specific to each position.

EDUCATION:

Clark University, Worcester, MA
Bachelor of Arts, Undecided, expected May 2019

If you have not yet declared a major, simply leave it off.

Brookfield High School, Brookfield, MA
College Preparatory Curriculum, June 2015
National Honor Society; orchestra (4 years); track (3 years)

EXPERIENCE:

Tutor, St. Peter's Mentoring Program, Worcester, MA

Fall 2015 - Present

- Instructed small groups of elementary school students in afterschool program.
- Planned and implemented writing exercises.

List most recent experiences first.

Nanny, Brookfield, MA

Summers 2013 - 2016

- Provided full-time care for three elementary school-age children
- Engaged children in activities; prepared meals; completed basic household chores.

EXTRACURRICULAR:

Just Do It Day, Worcester, MA

Spring 2016

Volunteer, Clark Community Service Day

Relay for Life, Brookfield, MA

2014 - 2015

Team Captain, Brookfield High School

Student Council, Brookfield, MA

2013 - 2015

Secretary, Brookfield High School

During the first two years of college, it's fine to include high school activities.

SKILLS:

Computer: PowerPoint, Excel

Language: English, Intermediate Spanish

Strong leadership and interpersonal skills

Organized and detail-oriented

Unless you are applying for a job/internship abroad, it is not necessary to list English under language skills.

"Soft skills" (e.g., communication, interpersonal) should be described in your cover letter rather than listed on your resume.

Andrew Clarkie

(508) 793-7258
aclarkie@clarku.edu

122 Woodland St., Apt. 2
Worcester, MA 01610

Education:

Clark University, Worcester, MA
Bachelor of Arts in **Business Management**, expected May 2017
Double Major: **Theatre Arts**
GPA: 3.4; Dean's List

Academic projects are a good way to illustrate skills such as teamwork, research, presentation, and technical skills.

Marketing Experience:

Marketing Communications Intern RDW Group, Inc., Worcester, MA Fall 2016 - Present

- Create and maintain media lists; write news releases and articles for newsletters; conduct market research at the largest independent communication agency in New England.
- Write briefs to assist creative team with design of PR materials; develop public service announcements and posters to promote events hosted by clients.

Advertising & Promotion Project Clark University, Worcester, MA Spring 2016

- Worked with a four-member advertising team to develop strategic, creative, multi-media marketing campaign; conducted audio-visual presentation for class.

Entrepreneurship Project Clark University, Worcester, MA Fall 2015

- Collaborated with team of three to prepare marketing and business plan for proposed microfinance venture; conducted PowerPoint presentation.

Marketing Management Project Clark University, Worcester, MA Fall 2015

- Created detailed plan to market a new product and to "sell" product to the class.

Managerial Communications Project Clark University, Worcester, MA Spring 2015

- Evaluated and contrasted corporate responsibility information provided on websites of oil companies (ExxonMobil, Caltex, Dana, and Anadarko Petroleum).

Leadership Experience:

Leadership skills, valued by employers, can be acquired through student groups, athletics, volunteer work, etc.

Student Trustee

Board of Trustees Clark University, Worcester, MA 2015 - Present
Participate in long-range planning discussions with administration and faculty.

Leadership Committee

Athletic Department Clark University, Worcester, MA 2014 - 2015
Selected to serve as liaison between athletic community and campus-at-large.

Resident Advisor

Residential Life and Housing Clark University, Worcester, MA 2013 - 2015
Supervised and mentored 80 students in a first-year residence hall. Completed training in crisis intervention, listening skills, team building.

Additional Experience:

Server, Uno's Restaurant, Millbury, MA

Less relevant jobs can be listed without descriptions.

2015 - Present

Skills:

Proficient in the use of MS Word, PowerPoint, Excel, Access, and HTML.

John Clark

(508) 793-7258 • JClark@clarku.edu
122 Clark Street • Worcester, MA 01610

Education

Clark University, Worcester, MA

Master of Public Administration, expected May 2017

You could also list ADP as
"Accelerated BA/MA degree."

Bachelor of Arts in Psychology, *cum laude*, May 2016

Minor: Innovation & Entrepreneurship

Senior Honors Thesis: *The Impact of Meditation on Stress Levels in At-risk Adolescents*

University of Stirling, Scotland

Study Abroad, spring semester, 2015

Don't forget to include study
abroad in your education section.

Relevant Coursework

Developmental Psychology • Cultural Psychology • ~~Intro to Psychology~~
Abnormal Psychology • Psychology of Personality • Managerial Communication

Include only
upper level
classes.

Related Experience

MA Commission Against Discrimination, Worcester, MA

Intake Intern

Summer 2015

Conducted intake interviews. Drafted and filed grievances served to case respondents. Assisted in investigations by reviewing case files and drafting probable cause letters.

Paragraph style may be
used instead of bullets.

Psychology Department, Clark University, Worcester, MA

Independent Study

Fall 2014

Designed study examining the effects of meditation on stress management. Created surveys to measure stress level of 20 adolescent participants. Led meditation sessions twice a week for 10 weeks.

Office of the Provost, Clark University, Worcester, MA

Student Assistant

2013 - 2014

Processed grant applications for professors through the faculty development fund. Organized data on the expenditures of departments. Digitized paper surveys using Qualtrics.

Leadership and Activities

Clark University Office of Admissions, Worcester, MA

Fall 2013 - Present

Tour Guide

Lead perspective students and family's on university tours. Respond to inquiries and direct families to campus resources. Utilize public speaking skills to present to diverse audiences.

Always check
spelling and
grammar.

Clark University, Worcester, MA

Week One Coordinator

Fall 2015

Trained peer advisors to appropriately support incoming students. Led group discussions on teambuilding. Created activity schedule for 20 groups.

Peer Advisor

Fall 2014

Advised and mentored 15 first-year students through freshman orientation. Trained in program planning and development, teambuilding, group dynamics, crisis intervention, public speaking.

This shows progression from one position to the next.

Skills

- Windows Vista, Windows XP, Mac, Basic HTML design
- Access, PowerPoint, Word, Excel, SPSS
- Social Media Marketing, including: Facebook, Twitter, LinkedIn

ACTION VERBS

Management Skills

administered
analyzed
apprised
assigned
attained
calculated
chaired
committed
compared
contracted
consolidated
convened
coordinated
delegated
delivered
designed
developed
directed
employed
evaluated
executed
exercised
expanded
formed
generated
handled
implemented
improved
increased
initiated
judged
managed
marketed
organized
oversaw
planned
prioritized
produced
projected
recommended

reduced
researched
reviewed
scheduled
sold
strengthened
succeeded
supervised

Communication Skills

addressed
arbitrated
arranged
articulated
authored
communicated
conveyed
corresponded
developed
directed
distributed
drafted
edited
enlisted
exhibited
explained
formulated
functioned
influenced
interpreted
intervened
lectured
led
mediated
moderated
motivated
negotiated
persuaded
presented
promoted
publicized

recruited
reinforced
responded
shared
simplified
spoke
suggested
targeted
translated
wrote

Research Skills

accomplished
charted
clarified
collected
compiled
completed
conducted
critiqued
derived
detected
determined
diagnosed
evaluated
examined
extracted
figured
focused
identified
interpreted
interviewed
investigated
measured
observed
obtained
organized
predicted
reported
reviewed
studied
summarized

surveyed
synthesized
verified

Technical Skills

applied
calculated
carried out
coded
computed
constructed
designed
devised
fabricated
installed
maintained
mastered
modeled
modified
operated
overhauled
programmed
repaired
restored
simulated
solved
trained
updated
upgraded

Helping Skills

assessed
assisted
changed
clarified
coached
collaborated
counseled
demonstrated
educated
encouraged

facilitated
fostered
guided
helped
instructed
listened
participated
protected
provided
recommended
referred
rehabilitated
represented
resolved
served
supported
taught
tutored

Creative Skills

acted
conceptualized
created
designed
developed
displayed
directed
entertained
established
explored
fashioned
founded
illustrated
instituted
integrated
introduced
invented
originated
performed
planned

ASSISTANCE

15-minute drop-in appointments are available Monday - Friday, from 12 p.m. to 4 p.m.

Email your resume to careers@clarku.edu and it will be critiqued within 48 hours.

To make an appointment with an advisor, call the office at 508-793-7258.

Questions? For further assistance, please contact Career Services at careers@clarku.edu.