



Creating a Resume

CAREER SERVICES OFFICE | RONDILEAU STUDENT UNION, ROOM 104 | BRIDGEWATER STATE UNIVERSITY
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[HTTPS://STUDENTBRIDGEW.SHAREPOINT.COM/SITES/CAREERSERVICESOFFICE](https://studentbridgew.sharepoint.com/sites/CareerServicesOffice)

A resume is a document that internship and job applicants use to market their educational background, work experience, credentials, and accomplishments to potential employers.

Resume Formatting

- Avoid resume templates/wizards. Start with a blank Microsoft Word document.
- Use easy-to-read fonts like Arial, Calibri, Cambria, Tahoma, and Verdana.
- Set your font size as 10 or 11 point. Your name and headings may be slightly larger (12 – 14 points).
- Effectively use margins (.5 – 1 inch) and white space. Your resume should not be overcrowded.
- Use **bold**, underline, *italics* and CAPS to emphasize headings, position titles and organization names. Be consistent and do not overuse them.
- Save as a PDF before submitting/applying to preserve the format.

Sample Resume Headings

COMMON HEADINGS	ADDITIONAL HEADINGS
Objective (optional)	Related Course Projects
Education	Laboratory Skills
Related Coursework	Languages
Certifications/Licenses	Study Abroad
Honors/Awards	Military Experience
Work Experience	Leadership
Related Experience	Professional Associations
Teaching Experience	Professional Development
Community Service	Presentations
Collegiate Activities	Publications
Computer Skills	Portfolio

How to Begin

1. Open a blank Microsoft Word document, select an easy-to-read font and set your font size as 11 point.
2. Select the headings that are most appropriate for your experience.
3. List your education, internship and work experience in reverse chronological order (start with the most recent and work your way backwards).
4. Create a list of your experiences including *position titles*, *organization names*, the *towns* and *states* in which they are/were located as well as the *dates of employment/experience*.
5. Use bullet points for each internship and/or job responsibility.
6. Begin bullet points with action-oriented verbs to describe duties. Avoid personal pronouns (“I, me and my”). Sample action-oriented verbs are on the following page. Please note: use present tense for current roles and past tense for roles you no longer work. (Supervise vs. Supervised).
7. Include keywords and phrases from the job description.
8. Qualify by giving details, examples and specifics of each task.
9. Quantify by giving measurable information such as #, %, \$, ages and time frames.
10. Review Career Services Resume Samples for ideas on layouts.

Sample Action Oriented Verbs

Management

Achieved
Administered
Analyzed
Arranged
Appointed
Assisted
Chaired
Contracted
Consolidated
Coordinated
Defined
Delegated
Directed
Developed
Employed
Established
Evaluated
Executed
Expanded
Hired
Initiated
Improved
Increased
Introduced
Managed
Negotiated
Organized
Oversaw
Planned
Prioritized
Recommended
Reviewed
Scheduled
Selected
Spearheaded
Succeeded
Supervised

Communication

Addressed
Advised
Arbitrated
Authored
Clarified
Coached
Collaborated
Communicated
Developed
Directed
Drafted

Edited
Formulated
Influenced
Interpreted
Lectured
Mediated
Moderated
Motivated
Negotiated
Persuaded
Promoted
Publicized
Recruited
Reported
Spoke
Translated
Wrote

Analysis

Analyzed
Assessed
Clarified
Collected
Complied
Computed
Conducted
Critiqued
Diagnosed
Evaluated
Examined
Extracted
Experimented
Explored
Identified
Interpreted
Interviewed
Investigated
Organized
Researched
Reviewed
Summarized
Surveyed
Synthesized
Systematized

Financial

Administered
Allocated
Analyzed
Appraised
Audited

Balanced
Budgeted
Calculated
Compiled
Computed
Forecasted
Financed
Formulated
Funded
Managed
Marketed
Measured
Modified
Negotiated
Planned
Problem-Solved
Projected
Purchased
Researched
Sold
Solicited
Solved

Interpersonal

Adapted
Advised
Assessed
Clarified
Coached
Communicated
Coordinated
Counseled
Demonstrated
Developed
Educated
Enabled
Encouraged
Evaluated
Explained
Facilitated
Guided
Informed
Initiated
Instructed
Negotiated
Persuaded
Provided
Referred
Set Goals
Stimulated
Supervised

Trained
United
Volunteered

Creative

Acted
Arranged
Composed
Conceptualized
Created
Designed
Developed
Directed
Established
Fashioned
Founded
Illustrated
Instituted
Integrated
Introduced
Invented
Performed
Planned
Revitalized
Shaped
Sold
Updated

Technical

Assembled
Automated
Built
Calculated
Coded
Computed
Debugged
Decoded
Designed
Devised
Drafted
Engineered
Enhanced
Experimented
Fabricated
Maintained
Monitored
Operated
Planned
Programmed
Projected
Researched

Name

Street, City, STATE Zip Code ♦ bsustudent@student.bridgew.edu ♦ 700-000-0000 ♦ www.linkedin.com/name

EDUCATION

Bridgewater State University, Bridgewater, MA

Bachelor of _____ degree in _____

Graduation Month Year

Concentration: _____

Minor: _____

GPA: ___/4.0; Dean's List: # of semesters

RELATED COURSEWORK

Add a list of relevant courses you have taken, preferably upper-level unique courses. Separate each course with a comma. Do not go over 2-3 lines worth of classes. You do not need to include the course number, simply include the titles of the courses.

ACADEMIC PROJECTS or RESEARCH EXPERIENCE

Name of Course, Bridgewater State University, Bridgewater, MA

Title of your Project

Month Year – Month Year

- Add bulleted descriptions of your project focusing on the key tasks and results
- Be sure to mention if you received grant money or presented your project/research at the end

RELATED EXPERIENCE

Employer/Organization, City, STATE

Position

Month Year – Present

- Add bulleted descriptions focusing on your duties and responsibilities
- Each bullet should start with a strong action verb
- If you are still working in this role, your verbs will be *present* tense
- If you are no longer working in this role, your verbs will be *past* tense

Employer/Organization, City, STATE

Position

Month Year – Month Year

- Add bulleted descriptions focusing on your duties and responsibilities
- Remember to qualify by giving details, examples and specifics of the tasks you are describing
- Remember to quantify by giving measurable information such as #, \$, %, ages, grade levels, and timeframes
- Try to highlight accomplishments and outcomes from your time in this role

ADDITIONAL EXPERIENCE

Employer/Organization, City, STATE

Position

Month Year – Month Year

- If this position is not highly related to your career goals, you can add minimal bulleted descriptions
- Try to focus on describing tasks that required transferable skills, such as teamwork and leadership

LEADERSHIP EXPERIENCE

Club/Organization, City, STATE

Position

Month Year – Month Year

- You can either simply list your position and organization details or add 1-2 bulleted descriptions if you were part of a student club or community organization and held a leadership role such as an Executive Board member

SKILLS

Language: Fluent in _____; conversational in _____

Computer: List the names of software, databases, programming languages, social media platforms, virtual platforms that you are skilled in and separate by commas

NAME

131 Summer Street
Bridgewater, MA 02325

111-111-1111

student@student.bridgew.edu

www.linkedin.com/name

EDUCATION

Bridgewater State University, Bridgewater, MA

Bachelor of Science degree in Psychology

Minor in Spanish

Financed 100% of education; Worked full-time while attending school full-time

Honors: GPA: 3.3; Achieved Dean's List status

May 20xx

RELATED COURSEWORK

Adolescent Psychology, Psychology of Personality, Clinical Psychology and Health Psychology

WORK EXPERIENCE

Office of Undergraduate Admissions, Bridgewater State University, Bridgewater, MA

Student Worker

May 20xx – Present

- Support 5 administrative assistants with organizing, filing, and processing student applications.
- Prepare mailings and help collect materials for campus open houses.
- Selected as only student worker to work full-time during summers.

Macy's, North Dartmouth, MA

Sales Associate

September 20xx – Present

- Train 2-3 new employees per quarter on store procedures and policies.
- Supervise staff of 5 in Manager's absence.
- Recommend, select, and help locate merchandise based on customer needs and desires.
- Provide excellent customer service, while processing sales transactions and returns.
- Perform inventory and stock control.

COLLEGIATE ACTIVITIES

Psychology Club, Bridgewater State University, Bridgewater, MA

President

May 20xx – Present

- Schedule and manage weekly meetings for club of 15 members.
- Invite keynote speakers to campus each semester to discuss psychology related research.

Varsity Basketball Team, Bridgewater State University, Bridgewater, MA

Captain

November 20xx – March 20xx

- Led a team of 14 players during practice and games, with a focus on supporting team dynamics and individual success.

COMPUTER SKILLS

Microsoft Word, Excel, PowerPoint and Facebook

NAME

131 Summer Street, Bridgewater, MA 02325 • student@student.bridgew.edu • 111-111-1111

Education

Bridgewater State University, Bridgewater, MA
Bachelor of Science degree in Computer Science
GPA: 3.2

Anticipated May 20xx

Massasoit Community College, Brockton, MA
Associate of Science degree in Computer Science

May 20xx

Computer Skills

Programming Languages: Java, C++, CSS, Python, HTML and SQL

Operating Systems: Windows, Unix and Linux

Software: Microsoft Word, Access, Excel, PowerPoint, Publisher, Photoshop and Illustrator

Social Media: LinkedIn, Twitter, Instagram, and Facebook

Languages

Fluent in Spanish and Portuguese

Relevant Experience

IT Intern

June 20xx – August 20xx

The Hanover Insurance Group, Worcester, MA

- Wrote code using Python and assisted in the development of new applications and products
- Provided enhancements to existing applications and products through debugging efforts
- Worked closely with senior developers and mentors to research, design, and implement web technologies
- Collaborated with 4 project team members during development process
- Created and presented a final presentation for management and leadership members at the close of the internship program highlighting the work accomplished throughout the summer

Work Experience

Department Supervisor

September 20xx – Present

Home Depot, Brockton, MA

- Supervise a staff of 10 per shift in the plumbing department
- Train, coach and develop associates in each department to ensure customers receive excellent service and can easily find the merchandise they need
- Provide valuable input into merchandising decisions to the Store Management Team and Operations Team

Military Experience

Military Police Officer (31B)

October 20xx – Present

Massachusetts Army National Guard, Buzzards Bay, MA

- Complete law enforcement patrols
- Secure and process crime scenes providing training and supervision
- Interview witnesses, victims, and suspects in investigations
- Arrest and charge criminal suspects

NAME

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Bridgewater, MA 02325
111-111-1111
student@student.bridgew.edu
www.linkedin.com/name

EDUCATION

Bridgewater State University, Bridgewater, MA
Bachelor of Science degree in Biology, *magna cum laude*
Honors: GPA 3.8, Achieved Dean's List all semesters

May 20xx

RELATED COURSEWORK

Microbiology, Cellular Biology, Human Genetics, Anatomy and Physiology I, and Anatomy and Physiology II

LABORATORY SKILLS

Instrumentation: ChemDraw, Chem3D and ChemFinder

Techniques: IR Spectroscopy, Ultraviolet – Visible Spectroscopy, Differential Interference Contrast Microscopy, Polymerase Chain Reaction, Gel Electrophoresis, Chromatography (Liquid, Thin Layer), Distillation, Crystallization, Extraction and Protein Purification (Western Blot, Northern Blot)

RESEARCH EXPERIENCE

Student Researcher, **Bridgewater State University**, Bridgewater, MA

May 20xx – August 20xx

Mentor: Dr. Mary Science, Biology Department

- Developed an independent research project aimed to elucidate cadherin and β -catenin expression, localization, and function in retinoblastoma cell lines

Student Researcher, **Bridgewater State University**, Bridgewater, MA

January 20xx – March 20xx

Mentor: Dr. Peter Science, Biology Department

- Awarded the Adrian Tinsley Grant (\$4000) to engage in 10 weeks of self-directed research
- Assembled ruminant GI Bacterial clone library by DNA extraction and purification from multiple rumen and fecal samples, isolating 16S rRNA by PCR before plasmid ligation and transformation
- Analyzed and identified subsequent sequencing results using NCBI BLAST and Sequencer, generating novel phylogenetic trees with Ribosomal Database Project II

PRESENTATIONS

"Characterization of Cadherin Expression in Retinoblastoma Cell Lines"

April 20xx

National Conference on Undergraduate Research, Lexington, KY

Poster Presentation

"Bacterial Diversity in the Gastrointestinal Tract of the Kiko Goat as Assessed by 16s rRNA Gene Clone Libraries"

March 20xx

Mid-Year Symposium (MYS), **Bridgewater State University**, Bridgewater, MA

Information Session and Poster Presentation

COMPUTER SKILLS

Software: Microsoft Word, Excel, PowerPoint and Publisher

Social Media: LinkedIn, Facebook, Instagram and Twitter

NAME

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Education

Bridgewater State University, Bridgewater, MA

Bachelor of Science degree in Marketing

Anticipated May 20xx

GPA: 3.5; Dean's List: 6 Semesters

Cape Cod Community College, Barnstable, MA

Coursework: Business Administration (Transferred)

July – August 20xx

Relevant Experience

New England Aquarium, Boston, MA

Marketing/Public Relations Intern

January 20xx – Present

- Assist Media Relations Director with media relations, website content and donor relations
- Create content and contests on social media (Instagram, Twitter and Facebook) to drive followers to website and programs. Increase traffic (views) on Facebook by 15%, Instagram 25% and Twitter 20%
- Maintain media and job books for the current year's advertising and collateral as well as fulfill requests for marketing materials
- Draft press releases and media advisories for media outlets including The Boston Herald, Boston.com and local and regional television stations
- Write short copy for internal and external Aquarium marketing materials
- Help brainstorm and create storyboards for upcoming Aquarium programs such as "Camp Out Night"
- Participate on Event Support Team during 3 on-site promotional events

Bridgewater State University, Bridgewater, MA

September 20xx – December 20xx

Team Member, Marketing Research Project, Marketing Management and Strategy Course

- Worked in a team of four to conduct research on marketing a new product for a regional snack foods company
- Utilized secondary data analysis and surveys to determine target market based on demographics
- Gathered results and created a proposal for the company recommending product changes, marketing strategies and branding to improve customer response as well as increase product sales

Volunteer Experience

Brockton High School, Brockton, MA

October 20xx – Present

Mathematics Tutor

My Brother's Keeper, Easton, MA

September 20xx – May 20xx

Furniture Program Volunteer

Our Daily Bread Food and Resource Center, Taunton, MA

August 20xx

Server

Skills

Language: Fluent in Spanish and conversational in Cape Verdean Creole

Computer: Microsoft Word, Excel, PowerPoint, Publisher and Adobe Photoshop

Social Media: LinkedIn, Facebook, Twitter, and Instagram

NAME

131 Summer Street • Bridgewater, MA 02325 • 111-111-1111 • student@student.bridgew.edu

EDUCATION

Bridgewater State University, Bridgewater, MA
Bachelor of Science degree Elementary Education
Bachelor of Arts degree in Spanish
GPA 3.5, Achieved Dean's List seven semesters

May 20xx

Study Abroad, Academic Programs International, University of Malaga, Malaga, Spain
Completed coursework taught exclusively in Spanish

January – May 20xx

LICENSURE AND CERTIFICATIONS

Massachusetts Initial License, Grades 1-6
CPR Certification, American Heart Association
Sheltered English Immersion (SEI) Endorsement

Anticipated August 20xx
20xx – Present
January 20xx

TEACHING EXPERIENCE

Student Teacher, Central Elementary School, Bridgewater, MA

January – May 20xx

- Prepare lesson plans for multiple subjects including math, writing and science in a first-grade classroom of 22 students, modifying teaching methods for different learning styles and IEP's
- Implement a thematic unit, Sharing in Communities, which utilizes iPad applications in a group setting, combined with field trips to a local community garden
- Utilize the DIBELS assessment to measure early literacy skills and ensure completion of reading benchmarks
- Lead a guided reading group for 3 advanced third grade students
- Develop 4 interactive and scaffolded math lessons focusing on coin value, place value, shapes and patterns
- Correct daily homework assignments and provide feedback to students at the end of each week
- Serve as a Spanish translator as needed for non-native speaking families at parent-teacher conferences

ESL Intern, Elementary School of the University of Puerto Rico, San Juan, Puerto Rico

June – August 20xx

- Taught English as a second language in grades K-2 for classes of up to 30 students
- Prepared lesson plans for thematic unit on colors, numbers, family, nature and classroom objects
- Utilized poetry and songs to teach English vocabulary words
- Differentiated instruction for student of all ability levels, including 2 students with autism

Prepracticum, Edgar B. Davis K-8 School, Brockton, MA

April – May 20xx

- Team-taught in a second-grade classroom of 24 students using the Wolpert Method of Language Arts
- Created and presented hands-on lessons of a thematic nature to small groups of 4

Prepracticum, Central Elementary School, East Bridgewater, MA

March – April 20xx

- Designed and implemented various lessons including flannel board stories and sensory activities in a first grade classroom of 20 students

SKILLS

Language: Spoken fluency in Spanish, highly proficient in reading and writing

Computer: Microsoft Word, Excel, PowerPoint, Publisher, FrontPage, HTML, SMART Board, Google Classroom, Aspen and Schoology

NAME

Address ~ City, State Zip ~ 111-111-1111 ~ Email

EDUCATION

Bridgewater State University, Bridgewater, MA

Master of Science degree in Social Work

Bachelor of Science degree in Social Work ~ Minor: Psychology

May 20xx

January 20xx

HONORS

Recipient, **Dean's List**

20xx – 20xx

Member, **Phi Alpha Honor Society for Social Work**

20xx – 20xx

RELATED COURSEWORK

Social Welfare Policy, Interventions in Child Welfare, Data Analysis for Social Work, Abnormal Psychology, Behavior Modification, Child Psychology, Juvenile Delinquency, Psychology of Criminal Behavior and Introduction to Public Speaking

RELATED EXPERIENCE

Senior Field Intern/Residential Counselor, **Baird Center**, Marlboro, MA

September 20xx – Present

- Monitor the care of adolescent males with behavioral and emotional disorders.
- Manage a group home of 6 clients and prepare quarterly treatment reports for each.
- Design behavioral plans and programming in collaboration with clients.
- Organize and implement recreational clubs and activities such as basketball and art classes.
- Conduct individual meetings with clients on a weekly basis to establish attainable treatment goals.

Legal Intern, **Plymouth Juvenile Court**, Plymouth, MA

January – May 20xx

- Provided individual and group counseling for juvenile offenders in detention.
- Reviewed case files and incident reports in preparation for court hearings.
- Assisted supervisor weekly with the representation of juveniles in court.

Case Manager, **Community Care Services**, Wareham, MA

May 20xx – January 20xx

- Managed 12 at-risk client cases, conducted home visits, coordinated referral services and maintained client records.
- Monitored all client activities when participating in day habilitation programs.
- Developed solution-focused and collaborative treatment goals with clients to support their social, emotional, and behavioral skill development.
- Utilized Spanish and Portuguese speaking abilities in working with various clients and families.

VOLUNTEER EXPERIENCE

Service Learning Volunteer, **Dana Farber Cancer Institute**, Boston, MA

September 20xx – May 20xx

Tutor, **Silver Lake Regional High School**, Kingston, MA

January 20xx – May 20xx

SKILLS

Language: Fluent in Spanish and Portuguese

Computer: Microsoft Word, Excel, Access, PowerPoint, Publisher, ETO, APS and Epic

Social Media Platform: LinkedIn, Facebook and Instagram

Virtual Platform: Zoom, Teams, WebEx and Google Meet

Other: Team Player, Strong Communicator, and Good Listener