

## RESUME GUIDELINES

A quick and dirty guide.

### WHAT IS A RESUME?

A resume is your marketing statement to a potential employer. It should be targeted toward the opportunity you hope to secure. Above all, it should communicate to the employer why you are qualified for the position you are seeking.

#### TIP:

Remember that a college-level resume is most often limited to one page.

### GET STARTED:

Brainstorm experiences that are relevant to the position you're applying for. Then create categories that will best feature your most recent, relevant, and your most significant accomplishments.

### WHO ARE YOU?

A complete **HEADING** includes your full name, email address, phone number, and address. Be sure to list a professional email contact; your Oxy email works best. You can choose to include a permanent and school mailing address if necessary.

Your **OBJECTIVE** shouldn't be too vague, and shouldn't be so specific as to name the employer or position title for which you are applying. Instead, opt for an objective that outlines your *greater career goal* in a specific way. E.g. "To obtain an entry-level marketing position at a mid- to large-sized advertising agency."

**EDUCATION.** Believe it or not, the fact that you are about to receive your Bachelor of Arts is your most significant accomplishment to date. This section is always listed at the top as your most significant accomplishment, as well as a way to signal to an employer that you are still enrolled in, or just graduated from college, explaining any gaps in your experience.

### FAQ:

**DO I INCLUDE HIGH SCHOOL?** Unless you are a first year, you do not need to include high school, however, you may choose to list your study abroad experience within **EDUCATION**.

**WHAT ABOUT COURSEWORK?** Under some circumstances, it can be beneficial to list key coursework at the advanced level (300/400 level) to demonstrate relevant knowledge where tangible experience may be lacking. List the title of the course, omitting all course numbers (since this doesn't translate to the world outside of Oxy). To take it to the next level, you can list the title of the course along with a brief but compelling, one line description of the content of that course, relating it directly to the qualifications of the position.

#### TIP:

If applicable, feel free to list honors and awards within **EDUCATION**

## WHAT HAVE YOU DONE?

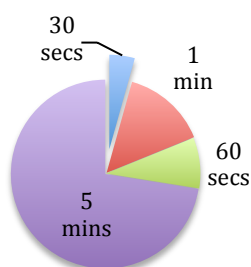
If you are a social scientist, or a scientist, you may choose to include **RESEARCH**. List any research experience you've obtained. You can list your title as Undergraduate Researcher and describe what you did as a part of that particular research project, like you would in **EXPERIENCE**.

**EXPERIENCE** is the most important part of your resume. This will communicate to an employer why what you've already done makes you a good fit for the position you are applying for. Start by listing your title, the organization and the span of dates. Then describe what you did in each position.

Involved in clubs and organizations, or athletics on campus? **ACTIVITIES** will allow you to list these items. If you have substantial leadership experience in these extra-curricular activities, you can feel free to list them directly within your **EXPERIENCE** section.

### TIP:

How long does an employer take to review your resume?



### DESCRIPTIVE STATEMENTS: \*See ACTION VERBS List

Using an action verb to begin each phrase, describe what you did within each position in the **EXPERIENCE** section. Feel free to be specific by including examples and details; even incorporate transferable skills.

You may choose to list your descriptive statements in a bulleted format, or in a concise paragraph separated by punctuation. Either way, each phrase will start with an action verb and exclude any pronouns such as "I, we, us, or me." You should always try to list 3-5 statements per each experience.

The **SKILLS** section is where you can list your content skills. "Content" skills refer to the tangible skills you possess such as computer, language, or technical skills as well as any licenses or certifications you may have.

**OTHER CATEGORIES** may be needed depending on your experience, and the position you are applying for. You may choose to include other categories that will showcase your work and highlight why you are best qualified. These sections can include but are not limited to: related experience, other experience, leadership [experience], professional affiliations or presentations, volunteer work and interests.

An **ACCOMPLISHMENT STATEMENT** not only describes what you did in a position, but go above and beyond in highlighting your achievements within the position by featuring results. This often helps tell the reader just how good you were at what you did. A well-formulated accomplishment statement includes what benefit came as a result of your work.

## ACTION VERBS

Acted	Determined	Illustrated	Presented	Synthesized
Advocated	Developed	Implemented	Preserved	Systematized
Activated	Devised	Improved	Presided	Tabulated
Adjusted	Diagnosed	Improvised	Processed	Taught
Administered	Directed	Increased	Produced	Tested
Addressed	Discovered	Influenced	Programmed	Trained
Adopted	Dispensed	Informed	Projected	Transcribed
Advertised	Displayed	Initiated	Provided	Transferred
Advised	Disproved	Inspected	Publicized	Translated
Aligned	Dissected	Installed	Published	Transmitted
Analyzed	Distributed	Instituted	Quoted	Tutored
Anticipated	Diverted	Instructed	Raised	Unified
Applied	Documented	Integrated	Reasoned	Upgraded
Appraised	Drafted	Interpreted	Recommended	Updated
Arranged	Edited	Interviewed	Reconciled	Verified
Ascertained	Educated	Introduced	Recorded	Worked
Assembled	Effected	Invented	Recruited	Reorganized
Assessed	Electrified	Inventoried	Reduced	
Assisted	Eliminated	Launched	Referred	
Audited	Enforced	Led	Rehabilitated	
Arranged	Enlarged	Lectured	Related	
Balanced	Entertained	Located	Repaired	
Built	Established	Maintained	Replaced	
Calculated	Estimated	Managed	Reported	
Calibrated	Evaluated	Mapped	Represented	
Catalogued	Examined	Marketed	Researched	
Coached	Executed	Measured	Resolved	
Collaborated	Exhibited	Mediated	Responded	
Collected	Expanded	Mentored	Restored	
Compiled	Expedited	Modeled	Retrieved	
Completed	Explained	Modified	Reviewed	
Composed	Expressed	Monitored	Revised	
Computed	Extracted	Motivated	Revitalized	
Conceptualized	Fabricated	Navigated	Rewrote	
Conciliated	Facilitated	Observed	Saved	
Conducted	Familiarized	Obtained	Scheduled	
Consolidated	Filed	Operated	Screened	
Constructed	Filtered	Ordered	Selected	
Conserved	Figured	Organized	Served	
Consulted	Fixed	Originated	Shaped	
Controlled	Formulated	Oversaw	Shipped	
Coordinated	Forwarded	Participated	Simplified	
Counseled	Founded	Perfected	Sketched	
Created	Gathered	Performed	Sorted	
Deferred	Generated	Persuaded	Sparked	
Defined	Governed	Photographed	Specified	
Delegated	Guided	Piloted	Streamlined	
Delivered	Handled	Pioneered	Strengthened	
Demonstrated	Headed	Planned	Studied	
Designed	Helped	Predicted	Supervised	
Detailed	Hired	Prepared	Supplied	
Detected	Identified	Prescribed	Surveyed	

## SUSAN SMITH

1600 Campus Road, Box 123, Los Angeles, CA 90041 | (323) 555-1234 | ssmith@oxy.edu

**OBJECTIVE** (*optional*): To obtain a position in journalism utilizing my education and skills to contribute to a regional news organization.

### EDUCATION (*Mandatory*)

Bachelor of Arts (write it out), Major (with honors); Minor, Emphasis

Occidental College, Los Angeles, CA

Expected May 20xx

GPA (We recommend you list your GPA only if requested, or when higher than a 3.5)

### Study Abroad (*if applicable*)

University of London, London, England

Fall 20xx

### Relevant Coursework (*optional*)

Journalism, Literary Criticism, Graphic Design.

### HONORS AND AWARDS (*if applicable*)

Occidental Scholarship

20xx – 20xx

Senator of the Year, Associated Student Government

20xx – 20xx

### RESEARCH (*if applicable*)

#### Undergraduate Researcher

5/xx – 8/xx

English and Comparative Literary Studies Department, Occidental College, Los Angeles, CA

- Researched hypothesis...
- Synthesized qualitative data from 84 interviews in order to determine...

### EXPERIENCE (*mandatory*)

*Consider coming up with a heading that is appropriate:*

RELATED EXPERIENCE   WORK EXPERIENCE   LEADERSHIP   RELEVANT EXPERIENCE   VOLUNTEER   OTHER

**Position Title**, Employer, The City, Abbreviated State

5/xx – 9/xx

- Increased campus readership by 15 % via implementation of unique sales strategy.
- Enhanced overall content quality by leading a training session for five staff writers.
- Improved the paper's look by creating artistic graphics and an attractive layout.
- Interviewed faculty and others to obtain information for two investigative assignments.

### EXTRA/CO-CURRICULAR ACTIVITIES (*optional*)

*Write accomplishment statements when your role is not obvious by your title.*

**Tutor**, Edison High School, Eagle Rock, CA

9/xx – 12/xx

- Improved grades of five elementary students by tutoring weekly in English.

### SKILLS (*mandatory*)

**Computer:** | Proficient in Microsoft Word; knowledgeable of Aldus PageMaker, Adobe Illustrator and Adobe PhotoShop. **Language:** | Conversant in Spanish.

# CHRISTINA JONES

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Ph: (323) 555-1234| Email: cjones@oxy.edu

## OBJECTIVE

To obtain a position in the field of journalism.

## EDUCATION

Bachelor of Arts, English and Comparative Studies; Minor, History  
Occidental College, Los Angeles, CA

Expected, May 20xx

### Study Abroad Program

Selected to study at the University of London

Spring 20xx

## HONORS AND AWARDS

Occidental Scholarship  
Senator of the Year, Associated Student Government

9/xx – Present

5/xx

## EXPERIENCE

**Staff Writer**, *The Occidental*, Occidental College, Los Angeles, CA

9/xx – Present

- Regularly contribute articles to campus weekly publication.
- Interview faculty and others necessary to obtain information.
- Assist in layout and production.

**Writer/Intern**, *The Pasadena Star*, Pasadena, CA

9/xx – 5/xx

- Wrote features for the “Pasadena Interviews” page and prepared community news roundups.
- Reviewed and edited copy for the tabloid.
- Used Compugraphic word processor.

**Resident Advisor**, Occidental College, Los Angeles, CA

9/xx – 5/xx

- Presented educational and social programming to 150 students.
- Wrote weekly newsletter articles.
- Assisted with general office duties including answering phones, word processing and filing.

## ACTIVITIES

**Volunteer**, Mary’s Kitchen, Pasadena, CA

9/xx – 5/xx

Served food to homeless every week.

**Tutor**, Edison High School, Eagle Rock, CA

9/xx – 5/xx

Tutored five eighth grade students in writing.

## SKILLS

Proficient in Microsoft Word; knowledgeable of Aldus PageMaker, Adobe Illustrator and PhotoShop.

## JEFF NAKAYAMA

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Los Angeles, CA 90041  
(626) 443-7869  
jnakayama@yahoo.com

### EDUCATION

Bachelor of Arts, Art History and Visual Arts, Emphasis in Film Production  
Occidental College, Los Angeles, CA Anticipated, May 20xx  
GPA: 3.6

### RELEVANT COURSEWORK

Film Image and Sound, Documentary Video Production, Advanced Projects in Film and New Media, Narrative Film Production

### RELATED EXPERIENCE

**Development Intern**, Brian Marshall Media Productions, Burbank, CA 9/xx – Present

- Critique five-10 scripts weekly.
- Draft concise, critical comments summarizing plot points, strengths and weaknesses.
- Complete synopses in a timely manner contributing to increased productivity in the office.
- Initiated a special project, *Cultura Brillante*, aimed to create exposure of Latino/a writers' and directors' work that focuses on ethnic themes. *Cultura Brillante* resulted in a script option to a new Latina director.

**Administrative Intern**, The Theme House, Los Angeles, CA 5/xx – 9/xx

- Supported the production assistant on the movie *Jarred* through all phases of pre- and post-production.
- Organized and implemented a communication system that helped keep the production on time, and consequently within budget.
- Served as the primary point person communicating to up to 40 vendors.
- Drafted professional correspondence as requested.

### CO-CURRICULAR ACTIVITIES

**Independent Filmmaker**, Occidental College, Los Angeles, CA 1/xx – 12/xx

- Wrote, cast and directed a short documentary on migrant workers in Los Angeles.

**Actress**, Occidental College Summer Theater, Los Angeles, CA 9/xx – 5xx

**Member**, Alliance for Latin American Students 2/xx – 5/xx

### SKILLS

**Technical:** Familiar with traditional and digital video editing processes.

**Computer:** Proficient in Microsoft Word, Excel and Power Point. Familiar with Microsoft Outlook, and Adobe Acrobat.

**Language:** Fluent in Spanish.

# JENNIFER WONG

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## OBJECTIVE

A position in a bioscience laboratory environment applying proven skills in laboratory research.

## EDUCATION

Bachelor of Arts, Biology; Minor, Chemistry

Occidental College, Los Angeles, CA

GPA: 3.7/3.4

May, 20xx

## Honors and Awards

National Science Fellow

20xx

Dean's List

20xx – 20xx

## Related Coursework

Plant Chromatin Domains, Molecular Biology, Genetics, Virology, Chemical Biology, Animal Development, Plant Growth and Development, Biochemistry, Organic Chemistry, Quantitative Analysis, Ethics in Medicine, Cellular Biology, Immunology, Microbiology

## TECHNIQUES AND METHODOLOGIES

Plasmid DNA Isolation, preparation of Agarose and SDS gel electrophoresis, Immunoprecipitation, sterile technique, myoblast and fibroblast tissue culture, lambda phage and plasmid purification restriction and mapping, bacterial subcloning and transformation

## PROFESSIONAL PRESENTATIONS

National Southern California Undergraduate Research Conference, Los Angeles, CA 20xx

- Invited among a select group to present paper on Plasmid DNA Isolation at prestigious conference at the University of California at Los Angeles along with 500 other students.

## RESEARCH

**Independent Research**, Biology Department, Occidental College, Los Angeles, CA 20xx

- Screened a library of lambda phage containing an autonomously replicating sequence that could transform yeast to replicate autonomously.
- Prepared and isolated DNA from recombinant bacteriophage; constructed restriction maps.
- Performed southern blot analysis on lambda phage; determined percentage of homology within the various clones.

## RELATED EXPERIENCE

**Lab Assistant**, Sungeno Technologies, San Jose, CA

Summer 20xx

- Prepared genetic markers to screen inheritable traits in corn lines; prepared southern blots.
- Analyzed through restriction fragment length polymorphism (RFLP) techniques.
- Performed over 2,000 genomic corn DNA preps; transferred preps to nylon membrane.

**OTHER EXPERIENCE**

**Barista**, Tiger Cooler, Occidental College, Los Angeles, CA 7xx – 12xx

- Prepare coffee and other beverages and snacks providing prompt and courteous service to clientele
- Interact with faculty peers, community members from diverse cultural and professional backgrounds.

**Office Assistant**, Pathology Laboratories, San Jose, CA 5xx – 8xx

- Managed patient records on medical database; processed files.
- Interacted with physicians, lab staff and patients.
- Performed extensive data entry; scheduled appointments; other administrative duties as required.

**ACTIVITIES**

**Treasurer**, Chemistry Club, Occidental College, Los Angeles, CA Spring 20xx

- Handled the club's \$2,000 budget.

**Volunteer**, American Red Cross, Pasadena, CA Spring 20xx

- Worked with individuals donating blood.

**Adult Volunteer**, Huntington Hospital, Pasadena, CA 9xx – 5xx

- Assisted patients and aided nurses.

**SKILLS**

Proficient in Word, PowerPoint and Excel. Familiar with Access. Conversational in Mandarin.