

Resume Tips

Employers spend an average of 10 seconds on each resume they receive.

What are you doing to make those 10 seconds count?

WHAT IS A RESUME?

A resume is an effective way to organize and present information about your background, qualifications, interests and abilities as they specifically relate to your current career objective. It is one of the first representations an employer sees of you, so it must make a favorable impression. Styles and formats may vary depending on the purpose of your resume, so it is important to determine what is appropriate for the position.

Here are some things to remember as you develop your resume:

- A resume should be concise (usually one, but never more than two pages long).
- Tailor your content to align with each position description.
- Avoid the use of the personal pronouns or extraneous words.
- Use words that are the most descriptive of the activity you are discussing. Action verbs present a more positive impression than passive verbs.
- Develop a list of items (work experience, personal accomplishments, organizational involvement, etc.) that you know will be valuable to a prospective employer. If you have not had much experience, don't focus on that fact, but rather analyze what you have done and try to consider the potential relevance for a future job.
- Include all consistent employment with an organization over the past 2-3 years.
- Be specific in communicating your skills, strengths, and abilities.
- Be sure to include all relevant internship experiences, co-ops, international studies, volunteer work and any honors you have received. When describing previous work experiences, remember to include information about your level of responsibility, supervisory or training experiences, particular accomplishments or personal initiatives.
- Your resume should reflect the elements of your background which make you unique.
- Proofread your resume CAREFULLY!!! Employers spend an average of 10 seconds looking at a resume. One typo is a sure way to have your resume land in the trash.
- Hard copies of resumes and cover letters should be printed on resume paper! Resume paper is available in Career Development.
- Electronic resumes and cover letters should be saved as PDFs.

TYPES OF RESUMES

CHRONOLOGICAL RESUME (Most Common)

In this type of resume categories are arranged by the most recent first. For example, a bachelor's degree received in 2019 would appear before an Associate's degree awarded in 2017; work experience from 2019 would appear first and additional experience would be listed in reverse chronological order.

FUNCTIONAL RESUME

Those who want to focus specifically on the skills that are relevant to the position for which they are applying find this style most helpful. This resume style focuses on your skills and experience vs. your chronological work history.

TARGETED RESUME

This is a very focused type of resume format. This resume starts with your job target or objective at the top and is followed by several statements listing abilities you have in that target area. This section is followed by a list of accomplishments indicating what you have done in



Elements of a Resume

IDENTIFICATION

At the top of the resume, give your full name (no nicknames), current and permanent addresses with zip codes, telephone numbers with area codes and email. Your name should be highlighted either in capital letters or boldface type and may be a few point sizes larger than the address. Your email address should be professionally named.

SUMMARY OF QUALIFICATIONS OR PROFILE

Including a highlight section sends the message to the employer that you are qualified and that you match the skills and experience they are looking for. Typical highlights may include: years of experience, significant accomplishments, and skills/abilities that match the job description.

EDUCATION

Describe your college education. Degrees should be mentioned first, followed by major, and completion date. Other academic interests should be included in addition to field of concentration, especially when related to your job objective. Any honors you have received may be mentioned here or may be placed in a separate category.

RELEVANT COURSEWORK

Students who do not have a lot of relevant experience to add to their resume before completing an internship may choose to add a section highlighting relevant coursework. This section should include upper level courses that pertain to your objective.

EXPERIENCE

This should be listed in reverse chronological sequence. Job descriptions should be brief but clear as to responsibility, department of activity and breadth of experience. Specific accomplishments may be included. Transition from one job to another may be included if it was important in the progression from one position to another. Salary earned should not be mentioned. Any summer or part-time work experience that required specific skills related to your field of interest should be described as well. Those which seem less related may be grouped together in a general summary statement. Don't assume that you should not explain a position just because it sounds mundane.

Examples of short phrases using action words

- Managed case load of fifteen clients, ages 7-15
- Reorganized the entire workflow of the office increasing efficiency
- Handled finances, organized meetings, and planned activities for clubs of 50 people
- Created reading education teaching aids for first grade students
- Oversaw quality control over five restaurant employees
- Trained 20 student peer counselors in counseling techniques
- Organized comprehensive listing of 75 community services organizations
- See page 3 for action verbs

ACTIVITIES/ ACHIEVEMENTS/ORGANIZATIONAL MEMBERSHIPS

This is your opportunity to describe your involvement in extra-curricular activities and organizations and/or highlight your personal achievements. This section is optional and should include information that is related to your objective.

SPECIAL NOTE

DO NOT include the statement: References Available Upon Request. Establish at least three professional references, create a reference document with contact information for those you list. Be sure to consult with references prior to using their names and keep them informed of your employment search progress.



ROBERTS
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Career Development

Key Words Matter

Management Skills		Communication Skills		Clerical or Detailed Skills	
Administered	Improved	Addressed	Mediated	Approved	Prepared
Analyzed	Increased	Arbitrated	Moderated	Arranged	Processed
Assigned	Organized	Arranged	Motivated	Catalogued	Purchased
Attained	Oversaw	Authored	Negotiated	Classified	Recorded
Chaired	Planned	Corresponded	Persuaded	Collected	Retrieved
Contracted	Prioritized	Developed	Promoted	Compiled	Screened
Consolidated	Produced	Directed	Publicized	Dispatched	Specified
Coordinated	Recommended	Drafted	Recruited	Executed	Systematized
Delegated	Reviewed	Edited	Spoke	Generated	Tabulated
Developed	Scheduled	Enlisted	Translated	Implemented	Validated
Directed	Strengthened	Formulated	Wrote	Inspected	
Evaluated	Supervised	Influenced		Monitored	
Executed		Interpreted		Operated	
		Lectured			

Research Skills		Technical Skills		Helping Skills	
Clarified	Interpreted	Assembled	Operated	Assessed	Facilitated
Collected	Interviewed	Built	Overhauled	Assisted	Familiarized
Critiqued	Investigated	Calculated	Programmed	Clarified	Guided
Diagnosed	Organized	Computed	Remodeled	Coached	Referred
Evaluated	Reviewed	Designed	Repaired	Counseled	Rehabilitated
Examined	Summarized	Devised	Solved	Demonstrated	Represented
Extracted	Surveyed	Engineered	Trained	Diagnosed	
Identified	Systematized	Fabricated	Upgraded	Educated	
Inspected		Maintained		Expedited	

Financial Skills		Creative Skills		Teaching Skills	
Administered	Forecasted	Acted	Instituted	Adapted	Explained
Allocated	Managed	Conceptualized	Integrated	Advised	Facilitated
Analyzed	Marketed	Created	Introduced	Clarified	Guided
Appraised	Planned	Designed	Invented	Coached	Informed
Audited	Projected	Developed	Originated	Communicated	Initiated
Balanced	Researched	Directed	Performed	Coordinated	Instructed
Budgeted		Established	Planned	Developed	Persuaded
Calculated		Fashioned	Revitalized	Enabled	Set Goals
Computed		Founded	Shaped	Encouraged	Stimulated
		Illustrated		Evaluated	



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Career Development

SAMPLE #1

AMY FRANK

2301 Westside Drive
Rochester, NY 14624
(585) 594- 9999

Frank_Amy@roberts.edu

EDUCATION

Bachelor of Science, Inclusive Childhood Education (May 2019)

Roberts Wesleyan College, Rochester, NY

GPA 3.5/4.0

CERTIFICATION

New York State Initial Certification (August 2019)

Childhood and Special Education (Grades 1-6)

English (Grades 5-9)

TEACHING EXPERIENCE

Tutor, Gates Chili Central School District, Rochester, NY (2017 - Present)

- Tutored primary learning disabled student in language arts. Raised reading level over one year in sixteen weeks
- Tutored fifth grade student in all subject areas

Student Teacher, Fairbanks Elementary School, North Chili, NY (Spring 2019)

- Designed challenging and effective lesson plans
- Initiated hands-on science experiments
- Introduced electronic "states and capitals" learning center
- Enriched students' experiences by utilizing teaching assistant and parent volunteers
- Attended School Board, PTA and committee meetings

Student Teacher, School 17, Rochester, NY (Spring 2019)

- Created lessons for 3rd grade inclusive classroom
- Developed classroom management skills and created a climate where students felt confident, safe and successful
- Guided students in reading groups & editing short stories
- Developed a unit on creative writing

RELATED EXPERIENCE

Resident Assistant, Roberts Wesleyan College; Rochester, NY (2017 - 2019)

- Supervised a residence hall of 28 women
- Planned spiritual, social and academic events throughout the year
- Provided advisement and guidance, practiced conflict resolution

President, Student Education Association, Roberts Wesleyan College, Rochester, NY (2018)

- Organized a group of individuals interested in the field of education
- Planned events and outings
- Contacted and scheduled speakers
- Managed a budget of \$5,000

ACTIVITIES and HONORS

Dean's List

Who's Who among American College Students

Writer for school newspaper

Admissions' Student Ambassador

Academic Scholarship Recipient

SAMPLE #2

Your Name

2301 Westside Drive
585.594.6038
YourName@roberts.edu

Profile

Adaptable, driven, and competitive marketer
Intuitive problem solver with strong coaching and teamwork skills
Dependable, hardworking, and ethical
Effective public speaker and communicator

Education

Roberts Wesleyan College, Rochester, New York
Bachelor of Science: Sports Management and Marketing
Expected Graduation: May 2020
GPA: 3.97

Relevant Coursework: Principles of Marketing, Legal Issues in Sports, Intro to Sports Management and Marketing, Principles of Management and Social Entrepreneurship, Computer Applications: Spreadsheet, Accounting 1

Experience

Roberts Wesleyan College, Rochester, New York
Student Ambassador, Admissions

April 2019 – Present

Served as campus tour guide for prospective students/visitors by leading tours for small and large groups
Communicated with prospective students and their families, answered questions and provided insight on all aspects of life at Roberts

Roberts Enactus, Project Elev8

Activities Coordinator

Fall 2018

Planned, organized and executed group activities for 60 inner city teen participants
Supervised teens and maintained their focus throughout the event
Managed and directed 15 student volunteers during program activities

Host

Fall 2017, 2018

Related to teens and ensured their safety while visiting campus
Served as a role model and campus host

Coach

Fall 2017

Advised group of six teens on planning community service project
Ensured that the group was on time and participated in activities
Developed relationship with teens and built trust

YMCA, Buffalo, New York

January 2014 - August 2018

Front Desk Receptionist

Delivered outstanding customer service by placing the customer's needs first to ensure satisfaction and member retention
Communicated with a variety of customers in person and by phone, clarified membership details, problem solved issues and concerns

Community Service and Extracurricular Activity

Organization Volunteer

Toys for Tots | St. Christopher's Church Vacation Bible School | American Red Cross Blood Drive | Salvation Army Red Kettle Campaign

The logo consists of the letters 'Y' and 'N' in a bold, white, serif font, set against a solid black square background.

SAMPLE #3

Michael N. Baker

21 Orchard Street
North Chili, NY 14514
(585) 594-0000
BakerM@yahoo.com

Highlights of Qualifications

- Effective communicator with strong written and oral presentation skills
- Strategic leader, passionate about excellence
- Knowledgeable about all aspects of social media
- Proficient in utilizing various photo editing software

Education

Bachelor of Science: Cross Disciplinary Studies | May 2019

Content Areas: Communication, Art, Marketing
Roberts Wesleyan College, Rochester, NY
GPA 3.6

Relevant Coursework: Decision Making & Ethics, Integrated Marketing Communications, Marketing Management, Foundations of Public Relations, Web Design, Graphic Design

Experience

Photography Assistant, Finger Lakes Photography, Canandaigua, NY | 2016 - Present)

- Supported lead photographer during photo shoots, weddings and large events
- Assisted with marketing Finger Lakes Photography throughout the community
- Developed photo editing skills utilizing various photo editing software

Marketing Intern, Roberts Wesleyan College Office of Marketing and Public Relations Rochester, NY | 2018 - 2019

- Produced multiple videos for key fundraising and college events
- Assisted in the development and management of social media sites
- Assisted the Director in the development of social media strategies
- Represented the college at alumni and donor events

Project Manager, Roberts Enactus, Rochester, NY | 2017 - 2018)

- Coordinated campus awareness and advertising for Enactus Project Elev8
- Met with local community organizations to recruit inner city teens to participate in Project Elev8
- Secured donations from area businesses and corporations for project funding
- Managed all weekend activities and project staff members

Activities and Honors

Dean's List
Academic and Leadership Scholarship recipient
Roberts Enactus, member
American Red Cross, volunteer
College Intramurals

SAMPLE # 4

Michelle Williams

2301 Westside Drive, Rochester, NY 14624 585-594-0000 mwilliams@gmail.com

Highlights of Qualifications

- Strong history of academic and leadership success
- Excellent interpersonal, communication and organizational skills
- Highly motivated and interested in making a difference in the community

Education

Bachelor of Arts: Psychology with a double major in Criminal Justice | May 2019
Roberts Wesleyan College, Rochester, NY
GPA 3.7

Relevant Coursework

Advanced Counseling	Psychology of Learning
Personality Theory	Juvenile Delinquency
Comparative Criminal Justice Systems	Criminology

Experience

Peer Counselor, Roberts Wesleyan College, Rochester, NY | Fall 2018

- Counseled weekly with a volunteer freshman college student as part of an advanced counseling class
- Dealt with issues regarding transition to college life, dating, homesickness
- Enhanced listening and empathy skills

Junior Class President, Roberts Wesleyan College, Rochester, NY | 2017 - 2018

- Successfully elected as junior class president, provided leadership to RWC junior class
- Supervised other class leaders, assisted with fundraising ideas
- Initiated and oversaw junior class events

Summer Camp Counselor, YMCA of Greater Rochester, Rochester, NY | Summer 2017

- Served as an area director for YMCA's summer day camp
- Planned daily art activities for camper's ages 5 – 12
- Supervised campers and provided leadership to junior counselors

Activities and Honors

Dean's List
Academic Scholarship Recipient
Women's Choir
College Intramurals
Student Volunteer for college admissions events