



Resume Writing for Humanities Majors

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Presentation Overview

- What is a resume?
 - Why should resumes matter to you?
 - What kind of format should you use?
- Components of a resume
 - Common sections and how should you present them
- Common resume mistakes
 - How do you avoid them



Skills Employers are Looking for Regardless of Major

- Detail-oriented
- Strong Work Ethic
- Communication skills
- Self-confidence
- Teamwork skills (works well with others)
- Organizational skills
- Initiative
- Leadership skills
- Interpersonal skills
- Problem-solving skills
- Analytical skills
- Creativity
- Computer skills
- Technical skills
- Entrepreneurial skills/risk taker
- Flexibility/adaptability



Resume Quiz

How long does an employer typically look at a resume the first time?

- 6 seconds
- 30 seconds
- 1 minute
- 2 minutes



Resume Quiz

That's right!

6 Seconds!*

*<http://cdn.theladders.net/static/images/basicSite/pdfs/TheLadders-EyeTracking-StudyC2.pdf> - *Eye Tracking Online Metacognition: Cognitive Complexity and Recruiter Decision Making. Will Evans, Head of User Experience Design, TheLadders. 2012.

**How do I write a
good resume?**



What is a Resume?

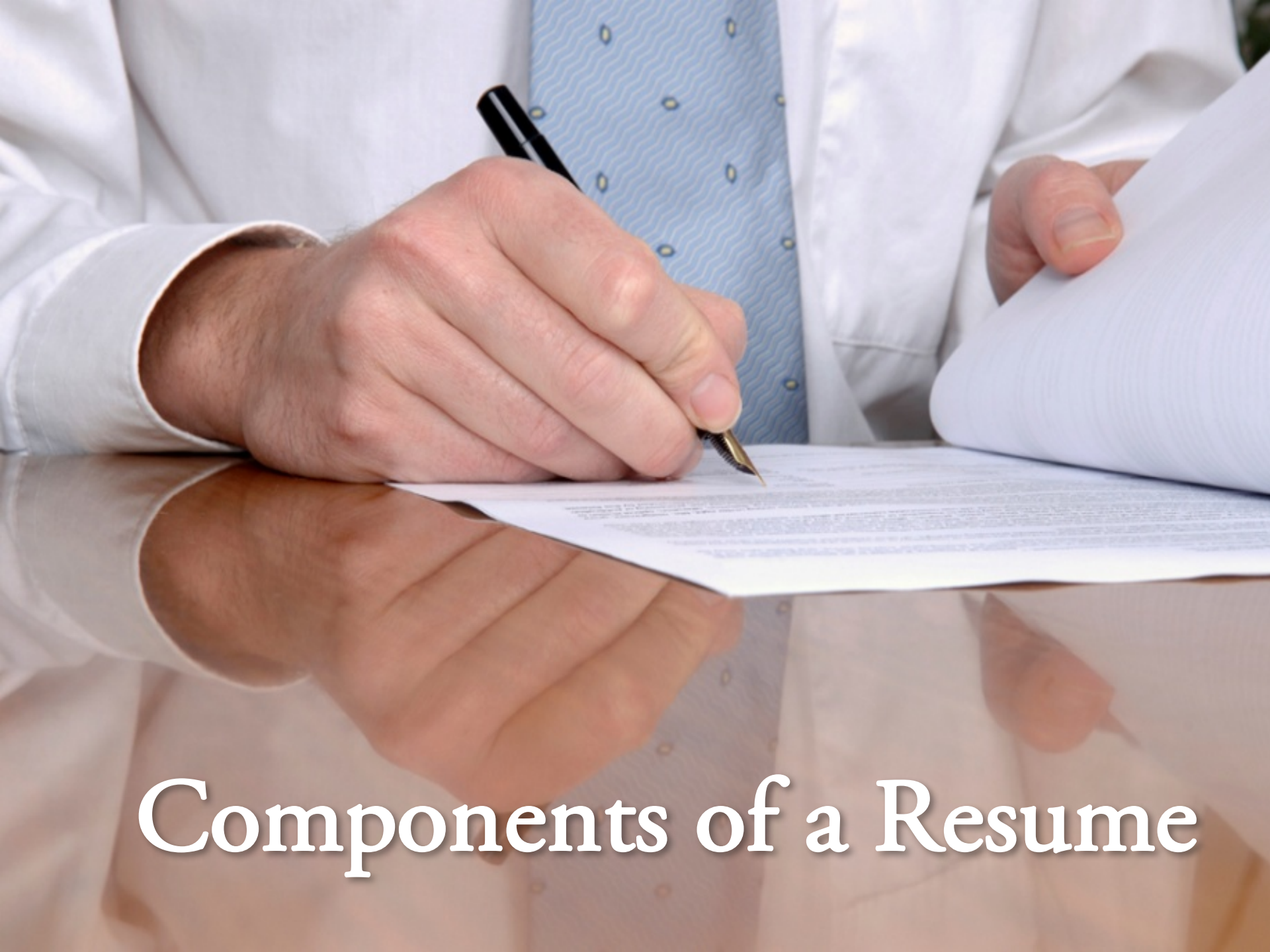
- **A one-two page summary of relevant professional and educational qualifications and experiences.**
- A key part of your internship/job search or grad. school app.
- A living document that is always in progress!
- *Expresses who you are by outlining what you have done and what you have to offer professionally and academically.*
- Serves as a marketing tool for advocating for yourself to employers.

Let's start with the BASICS!

- One page typically for a Bachelor's degree candidate. Two pages MAX!
- Margins should be between 0.5 inch – 1 inch.
- Be consistent-formatting, spacing, design, etc.
- Keep it professional: Please use a traditional font size and type
 - (ex. Times New Roman, Arial, Cambria, Calibri, etc.)
- Use resume paper for distributing: neutral colored.
- Proofread! MANUALLY double-check for spelling and grammatical errors and typos.
 - A second set of eyes can never hurt!

It's No Big Deal?!

- Think resume typos are no big deal? Last year, [Accountemps](#), a temporary staffing firm, interviewed 150 senior executives from some of the nation's largest companies. **40%** of the respondents said that just **one typo** on a resume would cause the candidate to be eliminated. **36%** percent said it would take just two mistakes before the resume was put in the "NO" pile.



Components of a Resume

Common Elements of a Resume

- ✓ **Heading**
- ✓ **Objective or Prof. Summary (optional)**
- ✓ **Education**
- ✓ **Experience (Related/Relevant, Additional, Volunteer)**
- ✓ **Activities**
- ✓ **Skills**
- ✓ **Achievements/Honors/Awards**
- ✓ **Professional Associations/Memberships**



Heading or Identification Section

- First and Last Name
- Address (campus and/or permanent)
- City, State, Zip Code
- (Area Code) Phone Number
 - Check your voicemail message!
- LinkedIn URL (www.linkedin.com/in/yourname)
- Email Address – Make sure it's professional!



Heading/Identification Examples

LINDA TAYLOR

1596 East 115th Street #317

Cleveland, Ohio 44106

(216) 289-6464

linda.taylor@case.edu

www.linkedin.com/in/lindataylor

Linda Taylor

linda.taylor@case.edu

847-555-4454

Campus Address

1596 East 115th Street #3A

Cleveland, OH 44106

Home Address

724 Elm Street

Chicago, IL 60604

Objective Section



Objective: OPTIONAL PIECE ON RESUME

States the opportunity you are seeking and a bit about your skills, background, experience, etc. Professional objectives can include 3 components:

1. Job function (position) desired.
2. Organization type or general career field.
3. Knowledge, experience, and/or skills offered.

**Will become tailored as you apply to specific job openings*

Objective Examples

OBJECTIVE – **Okay**

To obtain a marketing internship in a company utilizing my communication skills.

OBJECTIVE – **Better**

Seeking a Summer 2017 marketing internship, specializing in e-commerce, utilizing my strong communication skills and educational background in English and Psychology.



Education Section

- List recent information first.
- Provide full-name of the school/college/university and city and state or country where it is located.
- Include your degree and anticipated graduation date.
- List all of your majors/minors/focus/concentrations.
- List your GPA (3.0 or higher).
- Can include honors/awards (Dean's list).
- For first or second year students, it is OK to list high school information.
- If you transferred, there is no need to include previous schools (only institutions you received a degree).
- Include study abroad experience.

Education Examples

EDUCATION

Case Western Reserve University, Cleveland, Ohio, May 2014

Bachelor of Arts in History

- Minors in Theater Arts and German
- GPA: 3.56 (Dean's List, 3 semesters)

Study Abroad:

The University of Frankfurt, Frankfurt, Germany, Summer 2011

- Courses in the European Union: Economic Enlargement and Institutional Framework
- Relevant skills gained: cross-cultural competency, adaptability and proficiency in German

EDUCATION

Case Western Reserve University

Cleveland, OH

Dual Degree: Bachelor of Arts, Philosophy and English

May 2015

- GPA: 3.86

Arlington High School

Arlington, VA

Graduated with an Honors Diploma (Ranked 4/328), GPA: 4.0

May 2011

Relevant Coursework Section

- **Can include a selected coursework section.** Think higher level, not basic courses, areas of focus, etc.
- Helpful if...
 - you have a second major or a minor that sets you apart from other students.
 - you want to highlight a specialization area important to you and/or relevant to the position.

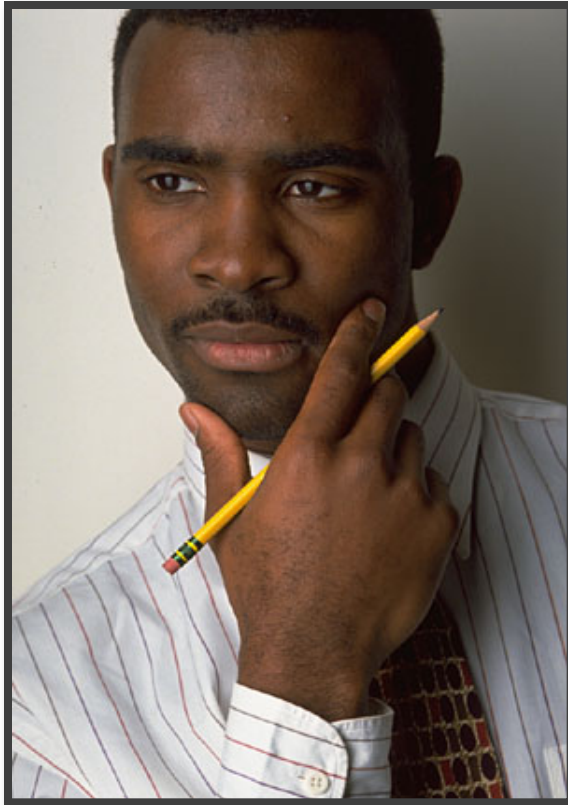


How Do You Present Your Experiences, Skills, and Accomplishments?

- ✓ With the use of bulleted statements



**Why use
bulleted
lists?**



Bulleted Lists

I'm going to the store
to purchase eggs,
turkey milk, sugar,
oranges, onion ,
yogurt, apples, pork
chops, butter,
potatoes, ground beef,
sour cream, green
beans, steak, chicken

Store purchases:

- Dairy
 - Eggs, milk, butter, sour cream
- Produce
 - Oranges, onions, apples, potatoes, green beans
- Meat
 - Pork chops, chicken, ground beef, steak, turkey

Bulleted Statements

Sentences?

Fragments?



Bulleted Statements

Sentence:

I coordinated interdisciplinary activities for fourth and fifth graders.

Becomes...

Fragment:

- Coordinated interdisciplinary activities for fourth and fifth graders including...
 - ✓ *Do not use "I" on a resume*

Experience Section Cont.



- Make sure to list your place of employment, your title, location of company (city and state or country).
- Have a bulleted list of your duties but also think about **IMPACT!**
- Use descriptive ACTION VERBS and vary them!
- Think not only about what you did, but what skills you acquired in your role.
- Emphasize accomplishments in jobs, internships, student activities, etc. Show results.
- Present experience chronologically-most recent first.
- When you read your job description, does it describe the job, or you?
 - Use specific examples - “Detailed Conciseness”

Experience with Action Verbs

- ✓ Use **action verbs** to show what you did on the job and focus on accomplishments!
- ✓ Sample statement:
 - I *negotiated* a settlement between the writers and the film companies resulting in...

Action Verbs

Use **STRONG** Action Verbs! Some examples...

Financial	Creative	Helping	Teaching	Management
Appraised Estimated Budgeted	Illustrated Introduced Adapted	Collaborated Intervened Guided	Instructed Trained Conducted	Analyzed Chaired Established
Bargained	Initiated	Assisted	Coached	Scheduled

Action Verbs

Remember! Verb Tense

Present tense for present job(s):

✓ what you're doing now

(compile, edit, teach, manage)

Past tense for past job(s):

✓ what you've done, or completed, in the past.

(compiled, edited, taught, managed)

Experience Examples

Case Western Reserve University Career Center

Cleveland, Ohio

Career Peer

August 2016 – Present

- Provide quality service to students, staff, alumni and employer guests
- Actively assist students during consulting hours in the Career Center by reviewing over 100 resumes and other job search documents through peer-to-peer advising
- Successfully conducted workshops and presentations for 12 Residence Life and Greek Life organizations on various career-related topics such as Career Center Overview, Resume Writing, and Interviewing Basics
- Organize outreach programs such as xyz that have increased student involvement by 10% in one year.
- Host employer information sessions and assisted 10 employer guests with set up
- Participate in a two day training event on Career Development and attend monthly in-service trainings to increase knowledge of Student Affairs in higher education
- Provide recommendations to students on career center resources and share information about upcoming career programs such as Career Fairs.

Experience Examples

The Observer, CWRU, Cleveland, OH

August 2015 – May 2016

News Writer and Editor

- Wrote over 25 articles for the main university newspaper with a circulation of 5,000+
- Edited over 50 articles prior to publication and assisted with layout and production
- Researched and gathered daily news events within the university community by interviewing students, faculty, and administrators.
- Investigated current social and political issues through contact with local community organizations.
- Analyzed food, decor, and service of local restaurants; wrote critiques for arts magazine.

Skills Section & Examples

ADDITIONAL SKILLS

Computer

- Proficient in Microsoft Office?, SPSS
- Experience with Adobe Photoshop and Access databases

Language

- Fluent in Spanish, Conversational skills in French
- *OR Able to Speak, Read, and Write French*
- *Note proficiency levels*

Additional skills?

- If relevant for the field



Additional Sections

Leadership Experience:

Alpha Kappa Alpha (AKA), Risk Manager, Fall 2015 - Spring 2016

- Start with an action verb and state what you did and focus on accomplishments.

Quidditch Club, Marketing Chair, Fall 2014 - Spring 2015

- Start with an action verb and state what you did and focus on accomplishments.

Volunteer Experience

Habitat for Humanity, Case Western Reserve University, August 2012-Present

- Assisted with the construction of three houses within the Cleveland community

Honors/Awards

- Dean's High Honors (5 semesters)
- CWRU Alumni Scholarship, 2015-Present
- Nominee, Who's Who Among Students in American Universities and Colleges, 2016

COMMON RESUME MISTAKES



Common Resume Mistakes

- Too long
- Too short
- Wordy
- Vague
- Use of “I” and “we”
- Too much “fluff”
- Exaggerated/misleading
- Hard to Read
- Using complete sentences
- Poor design or format (use of template)
- Use of abbreviations
- Poor grammar
- Misspellings and/or typos
- No locations listed for employer
- Dates missing or unclear
- Poorly focused
- No punch

Seriously?!

- Objective: Seeking a part-time position with room for advancement
- Explanation of employment gap: career break in 1999 to renovate my horse
- Skills: Broadened knowledge in biological science by collaborating with world renowned scientists.
- Education: College: August 1880 to May 1984
- Cover letter: I would like to assure you that I am a hardly working person.
- Personal Information: Married, eight children, prefer frequent travel
- Language Skills: Exposure to German for two years-but many words are inappropriate for business
- Achievements: Nominated for prom queen
- Education: Finished eighth in a class of ten
- Salary: The higher the better
- Cover letter: Please disregard the attached resume; it's totally outdated
- Reason for leaving last job: the owner gave new meaning to the word paranoia

Key Things to Remember

- Put yourself in the reader's shoes; identify what sets you apart
- Focus on your **Strengths** and adding value (how can you help?)
- Document Your '**Transferable Skills**' (communication, interpersonal; relations, critical thinking, leadership, project management, etc.) & **achievement phrases** (led, developed, trained, collaborated, etc.)
- Experience: Actions + Impact (Note qualitative and/or quantitative impact, if applicable)
 - Actions + Outcomes
 - Actions + Significance
 - Actions + Skills Learned
- Use Action words (Handled, Identified, Managed, etc.)



Key Things to Remember

- Got skills? (Hard - computer, data analysis, etc.; Soft - creativity, communication, or relationship building, teamwork, etc.)
- Design/visual appeal is just as important as the content
- If applying for specific position, use the JD as a guide
- Consider a Cover Letter--allows you to convey **WHY** you're the best candidate



Cover Letter BASICS

- 1 page MAX, typically 3-4 paragraphs!
- State what position you're applying for and where you heard about the position
- State **WHY** you're interested in the position and organization
 - What do you know about this organization?
 - Why do you want to work there?
 - Convey passion
- Complements, not reiterates, what is on the resume
- Tailored for each position – review the job description
- Platform to tell your **STORY**



Cover letters are focused!



Career Planning for Humanities Majors

- Employers ARE interested in hiring Humanities majors: Liberal arts degree = Highly versatile ticket for a wide range of jobs!
- Organizations value graduates' critical thinking and problem solving skills, strong communication abilities, creativity, and capacity for lifelong learning
- Advocate for your PASSION and ACADEMIC SUCCESS!
- Know your skills and how to market them
- Pick up some extra technical skills if needed
 - e.g. a writer who learns coding to be a more effective Blogger or manage social medial marketing



Sources:

Rob Sentz, Chief Innovation Officer at Emsi and the founder of Find Your Calling. What Can You Do With That (Useless) Liberal Arts Degree? A Lot More Than You Think (Oct. 2016) www.forbes.com

Katharine Hansen, Ph.D., Creative Director and Associate Publisher of Quintessential Careers, Ten Ways to Market Your Liberal Arts Degree. www.livecareer.com/quintessential

Career Planning for Humanities Majors

- Discuss how your major provides you with ***transferable skills***
 - e.g. English major with strong writing and verbal communication skills for a grant writing internship
- Gain marketable skills through participating in extracurricular activities, internships and volunteer experiences related to your desired profession
 - e.g. Art History major interested in a curatorial career path volunteers at the Cleveland Museum of Art
- Cast a wide net!
 - It doesn't matter that your major didn't directly prepare you for a role – you can still land a job!
- Demonstrate your knowledge about the industry and job
 - Do your research!

Source: Isabel Sperry, Leveraging Your Liberal Arts Degree to Land a Job, www.vault.com, January 2017



THANK YOU!

Questions? Discussion?



Resume Resources

Drop In Consulting Hours

Monday-Thursday

11:00AM to 2:00PM

Individualized Appointments

To schedule, call: 216-368-4446

Monday-Friday, 8:30AM-5:00PM

Career Center

Sears Library, Suite 229

Career Search Guide

Web: students.case.edu/careers

