

## What Is a resume?

A resume is a tool used to market your skills, experiences, education, and accomplishments to employers. A well-written resume will assist you in getting an interview. Align your resume to the kind of job(s) you are seeking. The qualifications listed in your resume should highlight those listed in the job description of the position for which you are applying.

## Traditional Sections

**Objective or Summary:** Some advisors recommend not including an objective at the beginning of a resume as the position you are seeking will be in your cover letter. It is personal preference to include an objective. Only use it to add value or to help the reader understand what you are seeking for a position. A summary is usually for professionals with over three years of experience in an industry.

**Heading / Contact Information:** This section should include your name, address (optional), telephone number, email address, and LinkedIn URL. Use an email address that is professional and simple, for example: first.lastname@gmail.com.

**Education:** List any schools from which you received a degree. If you are still seeking a degree, then list the school and your anticipated graduation date. List your current school first. New graduates without extensive job experience should list their education at the beginning of their resume.

**Experience:** List your work experience in reverse chronological order – most recent first. For each position, list your employer's name, city, and state. Tab over and indicate the dates of employment to the right, and on the next line

include clear and specific bullets or accomplishment statements highlighting your skills (verbs), what you did (tasks), and the results (how and why?). Quantify if possible. Start with the most important duty first.

## Other Headings to Consider

**Honors:** Include honor societies or special awards for academic achievement (i.e., Dean's List, President's List, scholarships)

**Certifications or Licensures:** Include any licensure or certification information that is active. Do not include any certification or licensure information that is expired or will expire during your job search.

**Relevant Courses:** List four to six courses that pertain to the position for which you are applying. Leave out introductory courses. Utilize this section only if space permits.

**Projects / Research:** You may include one or two class projects that relate to the position you are seeking if space permits.

**Language Skills:** Include only if your skill level is intermediate or fluent.

**Computer or Technological Skills:** This is an extremely important section, especially if you have good computer skills or are a computer information science major. Examples include data analytics, data mining, Python, UX/UI, Blockchain, project management, and digital marketing.

# Building Your Resume

**Related Experience:** Highlight an internship, co-op, or volunteer experience in your chosen field. The title of this section may change based on your field. For example, if you are an accounting major, the title would be “Accounting Experience.” This section should be separate from your overall work experience, as it is specific to your field of study.

**Work Experience:** List recent jobs you have held – part-time, summer, on-campus jobs, or full-time jobs. List the most recent job first.

**Volunteer Activities / Experience:** This is an important section – it can highlight transferable skills that relate to the position you are seeking.

## Resume Writing Tips

- Use between a 10–12 size font in Arial, Cambria, Calibri, Didot, Garamond, Times New Roman, or Helvetica.
- Limit your resume to one or two pages.
- Write current jobs and experience in the present tense. Write past experiences in the past tense.
- Organize the information in a clear and logical manner, placing your most recent experience first.
- Never exaggerate the truth about your education, GPA, experience, or skills.
- Think about your skills and how they related directly to the internship or position you are seeking.
- Do not include personal details such as birth date, ethnicity, age, gender, marital status, or photos.
- Tailor your resume to the needs of the organization.
- Make sure your resume is error-free and professional looking.
- Do not say “references available upon request.”
- Do not include references on your resume; they go on a separate page.
- Use keywords found in the job posting. The website [www.jobscan.co](http://www.jobscan.co) can check your resume for the ATS (Applicant Tracking System) that recruiters use to scan your resume.
- Resume templates may be used but be cautious of the overuse of tables or graphics, because automated tracking systems may not be able to read them. Unless you are in an artistic field, a simpler format is usually better.
- Remember, a resume is a marketing tool, and you may receive suggestions on how you should write yours. The key factors to consider are to keep it concise, highlight your skills, adapt it specifically for the job you are seeking, and ensure it is pleasing to the eye.

There are other resume formats, such as chrono-functional or functional resumes. These formats highlight skills as headings and are used when someone is trying to change careers. You are always welcome to schedule an appointment with a career advisor to discuss your specific needs regarding your resume.

## Your Name

124 Mill Ave. • Tarrytown, NY 05050 • (202) 555-5555 • yourname@gmail.com  
<http://linkedin.com/in/yourname>

### Objective

Creative and enthusiastic college junior seeking a summer internship in marketing.

### Education

Post University, Waterbury, CT  
Bachelor of Science in Marketing  
Dean's List, President's List

Expected Graduation: May 20xx  
GPA: 3.5/4.0

### Courses

Social Media Marketing  
Customer Relationship Management

Consumer Behavior  
Principles of Marketing

### LinkedIn Certifications

Social Media Marketing Foundations  
International Marketing

### Work Experience

**Company Name**, Melville, NY Feb. 20xx - Present

- Assist the director with updating the website using HTML.
- Create social media messages on Facebook and Instagram twice a week to create a positive image of a fun and safe learning environment for children.
- Supervise children ages three and four to ensure their safety and well-being.
- Actively engage with children in recreational and educational programs to assist in their social and cognitive development.

### Leadership Activities

**Post University**, Waterbury, CT August 20xx - Present

**Residential Assistant, Residential Life**

- Create and implement entertaining and educational programs for residents to create a sense of community.
- Perform health and safety checks.
- Accurately write up incident reports when necessary and explain to the resident what they need to complete to comply with the regulations of the University.
- Effectively communicate with students, staff and school administrators as a liaison for students to address issues and concerns.
- Receive in-depth training on topics such as diversity, equity, inclusion and social justice, effective communication skills and how to resolve conflicts.

**The Marketing Club**, Post University Sept. 20xx - Present

**Secretary**

- Accurately take minutes of meetings and distribute to members via email.
- Collaborate with the Executive Board to assist in planning events, including hosting presenters to discuss career paths and trends in marketing.
- Create flyers to advertise events using Canva and maintain the Instagram and Twitter social media accounts.

### Computer Skills

Microsoft Office, Word, Excel, PowerPoint  
Intermediate knowledge of HTML coding and web design  
Proficient in Adobe InDesign

## Your Name

Blandford, MA 01234  
(413) 555-5555  
yourname@gmail.com  
<http://linkedin.com/in/yourname>

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## Summary

Personable and dedicated bi-lingual (Spanish and English) professional with over five years of experience working with homeless adolescents and adults. Excellent knowledge of community resources. Reputation for developing rapport with diverse clients to foster a trusting relationship.

## Work Experience

**Company Name**, Springfield, MA May 20xx – Present  
Case Manager

- Provide case management for adolescents and adults with co-occurring disorders by meeting with them to provide one-on-one counseling and to help them obtain apartments, food, and medication management services.
- Assist clients in completing forms to obtain appropriate services through state social service programs such as food stamps, disability benefits, and state telephones.
- Safely transport clients to medical appointments.
- Attend weekly clinical meetings to report how the client is doing and to determine if the client has additional needs.
- Accurately document client notes using EPIC within tight deadlines.
- Coach clients on life skills and financial literacy to encourage them to take proactive steps to reach their goals.
- Handle crisis incidents according to agency policy; ensure the safety of the clients.
- Train and mentor new employees according to corporate policies.

## Education

**Post University**, Waterbury, CT Dec. 20xx  
Bachelor of Arts in Psychology GPA. 3.4 / 5.0

## Project

**Social Psychology** – Collaborated with two students to conduct research on “The Effects of Homelessness on Teens Later in Life.”

Created a questionnaire and interviewed 20 adolescents from a homeless shelter in MA. Calculated results using SPSS. Created PPT presentation and presented findings to class.

## Language Skills

Fluent in English and Spanish

## Professional Development

**Company Name, Workshops:** DSM 5 for the Non-Clinician (20xx), Introduction to Substance Abuse (20xx), Domestic Violence (20xx)