



## CAREER SERVICES OFFICE

### HOW TO PREPARE AN EFFECTIVE EDUCATION RESUME

A resume is a short summary of your skills and experiences. It should be focused and clearly demonstrate why you are qualified for the position or program to which you are applying. Therefore, the format, content and style need to highlight why you are deserving of an interview.

**Appearance:** There is no prescribed format for a resume, though three common formats are described below. Your resume should reflect you and target your unique experiences and qualities to the job in which you are applying.

**Helpful Hint:** It is a fact that the average person spends about 20 seconds reading each resume the first time. An attractive, easy to read resume is a must and listed below are the basics that can help you create the best resume.

#### THE BASICS

- **Do not use a resume template. Start with a blank Word document.**
- A one page resume suits most students. People with more experience can expand to two pages.
- No typos, grammatically correct, and no full sentences are required.
- Results oriented with quantifiable, truthful information. Honesty is key on a resume.
- Short, concise phrases starting with action verbs that document accomplishments (see list provided).
- White space is important on the resume, though margins can be as small as .05.
- Use of bullets can highlight a particularly important section, as does bolding or italicizing words.
- You do not need to list everything, only things relevant to the position.
- Avoid the use of personal pronouns "I", "my", "me", "our".

- Have your resume reviewed by many people (i.e., Career Services, faculty, parents, alumni).

#### RESUME FORMATS

**Chronological:** This is the most common and recognizable format to employers. This format lists your educational and employment experiences in reverse chronological order (most recent first).

**Functional:** This format is well suited for those who are trying to change fields and have strong transferrable skills. It focuses on your qualifications/skills and places less emphasis on previous employers or job progression. This is the least common format used by applicants.

**Combination:** Combines the best features of the chronological and functional formats by highlighting related skills and strong work experience.

#### TIPS ON CONTENT OF RESUME

**Heading:** Your name should be in a larger (up to 14-16 point) font. Make sure you have the correct contact information including address, phone, and e-mail without the link enabled.

**Objective:** The objective is an optional component and is rarely used. If you use one it should be focused and specific (i.e., Marketing Intern for Kellogg Company). Your cover letter generally states your objective.

**Education:** Include the name of your degree, major, school, city, state, and date of completion or intended completion. You can include your GPA and relevant coursework.

**Skills:** In a combination or functional format you would include this section. These skills will be relevant to the position and can be pulled from any of your experiences. This section will be placed near the top of the page to be seen first. Common section heading titles are Relevant Skills, Related Skills, or Education Experience.

**Experience:** You may include paid, unpaid, full-time, part-time, internships, and volunteer positions. Use action verbs and short phrases to explain your qualifications and catch the reader's attention. Using numbers can validate your skills and experience.

**Extracurricular Activities:** Include membership in clubs, organizations, professional societies, sports, and committees, etc. You can describe your responsibilities and leadership positions, but it is not necessary if you are struggling with space.

**Computer and Foreign Language Skills:** For foreign languages, provide a level of proficiency (i.e. advanced proficiency, fluency, conversational). List any software that you can use, database skills, and any others related to the job.

**Interests/Special Skills:** This is optional and if listed should be specific (i.e., Chinese History, Silent Films, Technical Mountain Climbing) or even specific to your field.

## **ACTION VERBS**

Begin each description on your resume with a strong action verb with help from the list to the right. Try to use different action verbs throughout your resume. If you have a job description to which you are applying, try to use the words that are used in that description to describe your experience. Do not overstate your responsibilities (i.e., use "founded" if you alone created an organization, otherwise use "Co-founded" if you were one of ten). A thesaurus can be very helpful if you are struggling for words.



(Check out video above on education resumes)

### **Contact Career Services**

James Westhoff, Director  
203 Peabody | 207.992.4909 | westhoffj@husson.edu  
[www.husson.edu/careerservices](http://www.husson.edu/careerservices)

(Updated May 2014)

## **Administration**

Approved, arranged, cataloged, classified, collated, compiled, conducted, coordinated, documented, initiated, inspected, monitored, operated, organized, prepared, prioritized, purchased, recorded, rectified, resolved, spearheaded, specified, supervised, systematized, transformed, terminated

## **Analysis**

Amplified, analyzed, calculated, compiled, computed, detected, diagnosed, disapproved, evaluated, examined, forecasted, formulated, identified, investigated, programmed, researched, solved, studied, surveyed

## **Communications**

Acted as liaison, advised, advocated, arbitrated, authored, counseled, corresponded, commented, consulted, displayed, edited, guided, instructed, interviewed, interpreted, informed, lectured, lobbied, moderated, marketed, mediated, negotiated, published, presented, promoted, recommended, referred, taught, trained, translated, wrote

## **Manual**

Assembled, built, constructed, delivered, installed, maintained, navigated, operated, remolded, restored, repaired, rewired, replaced

## **Planning and Development**

Created, designed, developed, drafted, devised, discovered, estimated, initiated, improved, modified, planned, proposed

## **Management**

Audited, allocated, balanced, catalogued, charted, collected, documented, expedited, invested, inventoried, logged, maximized, procured, processed, scheduled, updated

## **General**

Accomplished, achieved, completed, contributed, enhanced, evaluated, expanded, handled, increased, originated, performed, provided, served, strengthened, transformed

## Heather Hawthorne

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### Education

**B.S., Elementary Education,**

May 2014

Husson University, Bangor, ME. *Dean's List* (2009-2012)

**Relevant Knowledge:** Strong familiarity with Charlotte Danielson's work and utilized Marzano's 9 essential instructional strategies in student teaching.

### Student Teaching Experience

*Fifth Grade, Spruce Run Elementary, Bangor, ME*

March –May 2014

- Taught a Magnetism and Electricity unit for 5 weeks
- Lead language arts unit and tests
- Taught a math chapter on introduction to Algebra

*Kindergarten, Burke Elementary, Orono, ME*

January- March 2014

- Planned daily lesson plans for a classroom of 18 students
- Lead and facilitated reading groups
- Managed the behavior of students and developed effective methods to create less disruption
- Created weekly math stations for 18 students

### Teaching Practicums

*Sixth Grade, Rochester School, Bangor ME*

Fall 2013

- Taught a social studies lesson and a literacy lesson

*Grades 3and 4, Bangor Christian School, Bangor, ME*

Spring 2012

- Lead and planned reading groups
- Documented student progress using Running Records
- Taught three literacy lessons

### Professional Development

**Secretary:** Elementary Education Association at Husson University (2010)

**Member:** Maine Education Association and SEAM (2009-Present)

**Literature Conference:** Attended 2010 conference in Portland, ME

**MEA Conference:** Attended 2010 conference in Augusta, ME

### Language and Computer Skills

**Languages:** Fluent in French, Spanish, and English

**Computer:** Running Records, Excel, PowerPoint, etc.

### Extracurricular Activities

**Volunteer:** Child Care at Bar Harbor Baptist Church

August 2011

**Member:** Husson University Volleyball Team

Fall 2008- Spring 2010

**Volunteer:** 20 hours in schools

Fall 2007-Spring 2008