



HOW TO PREPARE AN EFFECTIVE 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 not a prescribed format for a resume, though three common formats are described below. Your resume should highlight your unique accomplishments, experiences, and qualities that match the opportunity to which you are applying.

Helpful Hint: It is a fact that the average person spends about 10-15 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 you can find on the 2nd page.
- White space is important on the resume, though margins can be as small as .05 on all sides.
- 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).

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

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.

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 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.

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).

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.

Contact Career Services

James Westhoff, Director
203 Peabody | 207.992.4909 | westhoffj@husson.edu
www.husson.edu/careerservices

(Updated June 2014)



Check out this Youtube video on resumes

Administration

Approved, arranged, catalogued, 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, measured, 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, rejuvenated, repaired, replaced, restored, rewired

Planning and Development

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

Management

Audited, allocated, balanced, 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

Chronological Format with some related experience

Frank Burns

claudem@sssss.org

Home: (555) 555-5555 Cell: (555) 555-5555

Education

B.S. Hospitality, Husson University, Bangor, ME.

May 2014

Relevant Coursework

Business Management, Accounting, Event Planning, Hospitality Facilitation and Design Management, International Business, Business Ethics, Supervision in Hospitality

Work Experience

Host/Floor Manager, Carbur's Restaurant, Burlington, VT

May 2013-present

- Greeted customers and seated them
- Expedited and delivered drink orders
- Managed the front of the house to ensure prompt and courteous service

Banquet Server, Ramada Inn and Conference Center, So. Burlington, VT

Aug. 2010-May 2013

- Served parties of 25 to 400 guests
- Coordinated set-up and breakdown of 10 large events
- Supervised crew of 2 to 15 servers

Conversational English Instructor, Bangkok, Thailand

Sept. 2009-Jul. 2010

- Taught English to Indian, Thai, and Pakastani children ages 4 to 8
- Worked with children one on one and in groups
- Incorporated art, music, cooking and immersion into lesson plans

Volunteerism

Planner, Race to End Domestic Violence,

Oct. 2011, 12,13

Treasurer, Husson Hospitality Club

Dec. 2012-present

Member, Sigma Nu

2011-present

Interests

History of Wine, Dining Etiquette, Event Planning, White Water Rafting, Rock Climbing

Chronological Format with related experience to the position in which you are applying

Nancy Drew

45 Husson Ave., Apt. 6B
Bangor, ME 04401
(207) 992-1234
drewna@gmail.com

Education

B.S., Business Administration, GPA: 3.75 May 2014
Husson University, Bangor, ME

Relevant Coursework:

Accounting, Financial Markets, Marketing

Internship Experience

Financial Services Intern, Janus Funds, Portland, ME Jan.-May 2013

- Researched and recommended new stocks, bonds, and money markets to supervisors
- Provided strong customer service and referred calls to the appropriate contact

Marketing Intern, Diversified Communications, Portland, ME May-Aug. 2012

- Initiated a survey to research client buying habits of seafood products
- Created a 20-page report on research results that was published for clients
- Developed a newsletter with three colleagues to promote the seafood industry
- Drafted marketing materials using InDesign

Other Work Experience (Financed 75% of college tuition)

Waitress, Longhorn Steakhouse, Bangor, ME Aug. 2011-Jan. 2013
Provided excellent customer service in a high volume restaurant

Student Assistant, Husson University Human Resources, Bangor, ME Aug. 2010-Aug. 2011
Answered staff and faculty questions and referred them to the resources in the office

Extracurricular Activities

Student Representative, College of Business Council May 2010-Present
Member, Intramural Softball Team May 2011-Present
Volunteer, United Way of Bangor May 2012-Present

Interests

Financial History Books, Economics, Wall Street Journal, Science Fiction

Combination Format with focused experience first.

Buckwheat Zydeco

220 No Name Rd.
Bangor, ME 04401
(207) 555-5555
bzydeco@yahoo.com

Mathematics Teaching Experience

- Collaborated with three teacher team to develop new teaching tools for math classes
- Developed a curriculum for 7th grade algebra and geometry
- Taught concepts through real-life scenarios and games
- Received top reviews from my supervising teacher and principal

Education

B.S., Secondary Education, Husson University, Bangor, ME May 2013
Certification: Maine Teaching License with Math Endorsement

Related Experience

Student Teacher, Bramhall Junior High, Newport, ME Jan.-June 2013
Taught algebra and geometry to four sections of 7th graders

Sailing Instructor, Dutch Harbor Marina, Bar Harbor, ME June-August 2012
Instructed children and adults in safety techniques and correct sailing procedures in 15-foot vessels.

Nutrition Educator, Healthy Androscoggin, Lewiston, ME May-August 2011
Created a curriculum for a healthy eating workshop and presented three times to 75 fourth and fifth graders.

Student Activities

- **President**, Husson Math Society 2012-2013
- **Volunteer**, Spurwink, Bangor, ME Jan. 20010-Jan. 2012
- **Math Tutor**, Husson Academic Services Jan. 2010-Present
- **Member**, Husson Baseball Team 2010-2013

Computer Skills

Blackboard, Excel, Access, PowerPoint, Publisher

Functional Format is a skills based resume

Wanda Getajob

1000 Broadway Ave
Bangor, ME 04401
(207)-555-5555
e-mail

Objective

An entry-level paralegal position with a law firm focusing on employment law

Education

B.S., Criminal Justice and Paralegal Studies

May 2014

Husson University, Bangor, ME **GPA: 3.57**

Professional Qualifications

Legal Experience from Coursework

- Drafted interrogatories and client correspondence for assignments
- Researched legal cases to find precedents
- Collated trial notebooks for class project
- Observed jury selection and trials in Penobscot County Court

Administrative Experience

- Proofread correspondence and other important communications
- Filed a large amount of paperwork quickly and accurately
- Ordered office supplies for all employees and monitored spending
- Monitored and managed the schedules of three insurance agents

Communication Experience

- Resolved client appointment conflicts in an effective manner
- Communicated with other companies to schedule meetings
- Informed clients of the disposition of their insurance claims
- Referred clients to more appropriate resources for their issues

Employment

Administrative Assistant, White and Jankowski, Denver, CO

May 2010-Current

Student Worker, Husson University Bookstore, Bangor, ME

May 2010-Dec. 2013

Activities/Awards

Secretary, Student Activities Association

Aug. 2012-Aug. 2013

College Scholarship, Colorado Bar Association

2010

Member, Husson Chess Club

2010-2014