



Rules | Tools | Examples

BUILDING A RÉSUMÉ

Bethel College

Career Development | Fall 2018

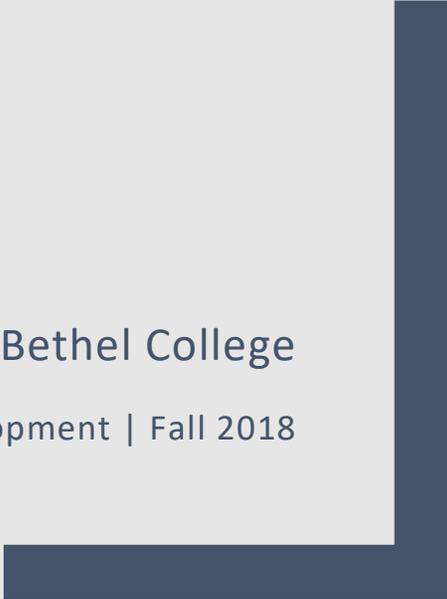


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Résumé Types

Standard Résumé

- Best for college students applying for summer jobs or jobs after graduation
- Typical résumé that lists your employment/ experience history in reverse chronological order (most recent experiences listed first, continuing to the oldest position)
- Used when you have a lot of experience in the field of employment you're applying for (i.e. the job lines up with your major)

Combination Résumé

- Best for those who want to focus on specific skills
- Experiences are placed in skill categories. For example, "Communication," "Leadership," and "Organizational"
- Efficiently relates your past jobs to relevant skills of the job you are seeking
- Once you have decided which job fits which skill set, you will place the jobs in reverse chronological order ***only within that skill set***

Functional Résumé

- Best for those who have gaps in work history or for those changing career paths
- Instead of skills being listed under a job, the skills are grouped together from all different jobs and placed under these "skill fields"
- Education appears last (considering your degree does not line up with job you're applying for)

20 Résumé Tips

1. Aim for **one page** of strong and simple information
2. Keep font size between 10-12 pts.
3. Margins between .5-1 inch
4. Stick to friendly but professional fonts such as Calibri, Arial, and Verdana
5. Do not use “I” and “me”
6. Power verbs should begin any descriptive sentence about a job experience
7. Put power verbs in **past** tense for *past* experiences and **present** tense for *present* experiences
8. Include honors and scholarships if applicable
9. Print on professional resume paper if possible (100% cotton)
10. Never use your photo on a resume
11. Do not include unnecessary personal information (marital status, age, religion)
12. Do not relist information previously stated
13. Avoid compound use of verbs such as “managed and coordinated”
14. Check spelling and grammar!
15. Get someone else to proofread your resume
16. Make sure it is easy to read
17. Use numerical values to describe accomplishments if it is applicable
18. Utilize white space to separate information: the blank space in margins and in between lines
19. Always put your references on a separate page
20. Represent yourself well: be honest and avoid wordiness

Standard Résumé: Format

After your name and personal information, your résumé should have at *least* two categories: **Education** and **Professional Experience**. However, your résumé can include any number of categories depending on your range of experiences.

These are some options for your categories:

1. Education*
 2. Professional Experience*
 3. Work Experience
 4. Collegiate Involvement
 5. Community Engagement
 6. Volunteer Experience
 7. Athletic Involvement, etc.
- Difference between **Professional** and **Work**: Professional is any experience relevant to the position you're applying for; work is any other paid experience.
- If you're applying for a TA position, tutoring would fall under 'Professional' while working at Starbucks would fall under 'Work.'

WHAT TO INCLUDE

EDUCATION

College/university, City, State

Undergraduate degree (year graduated/expected graduated date)

*GPA [*only* if 3.5 or higher]

*Relevant Coursework [*only* if you've taken courses outside your major that relate to the job.

→ i.e. Biology major applying for a photography internship lists 'Photography 101, Graphic Design, etc.'

EXPERIENCE [same format for all categories]

Title of Place, City, State

Job Title, Month/Season + Year worked

- Power verb + description of responsibilities a [2-3 descriptive bullet points per experience]

EXAMPLES IN CONTEXT

EDUCATION

Bethel College, Mishawaka, IN

Bachelor of Arts in Elementary Education (2018)

GPA: 3.5

PROFESSIONAL EXPERIENCE

Bernice M. Wright Child Development Lab, Syracuse University, Syracuse, NY

Student Intern, Fall 2009

- Produced comprehensive new programming to be implemented in lab classroom
- Attended weekly classroom sessions to discuss new strategies to implement
- Completed in-depth developmental portfolio for three children

Power Verbs

Choose a **verb** from the following list to start each descriptive bullet point under your experiences

- Administrative Skills: analyzed, completed, coordinated, displayed, directed, developed, executed, improved, managed, operated, oversaw, planned, produced, revised, stocked, supervised
- Analytical/Problem Solving Skills: analyzed, brainstormed, clarified, compared, crafted, created, detected, determined, devaluated, found, gathered, investigated, mediated, motivated, oversaw, prepared, resolved, satisfied, surveyed
- Communication Skills: addressed, advertised, briefed, communicated, composed, consulted, demonstrated, directed, edited, facilitated, greeted, instructed, marketed, mediated, persuaded, presented, represented, submitted, supported, taught, translated, welcomed, wrote
- Creative Skills: built, completed, constructed, created, designed, developed, directed, engineered, integrated, invented, marketed, performed, presented, transformed, utilized
- Development/Research Skills: analyzed, built, collected, compiled, conducted, demonstrated, developed, discovered, examined, fixed, formatted, improved, innovated, located, organized, prioritized, repaired, researched, selected, surveyed, tested, verified
- Financial Skills: accounted for, appraised, audited, balanced, budgeted, checked, compiled, computed, determined, dispensed, entered, estimated, financed, increased, invested, marketed, netted, processed, reduced, solved, totaled
- Interpersonal Skills: advised, assessed, cared, coached, confronted, consulted, cooperated, counseled, educated, encouraged, facilitated, guided, handled, listened, mediated, mentored, motivated, performed, relieved, represented, resolved, served, treated, tutored, validated
- Leadership Skills: achieved, certified, completed, coordinated, delegated, designed, directed, executed, guided, initiated, judged, led, maintained, managed, mentored, organized, oversaw, performed, planned, prepared, supervised, trained
- Organizational Skills: adjusted, approved, assembled, cataloged, collected, compiled, coordinated, designated, documented, edited, filed, inspected, installed, organized, recorded, reviewed, scheduled, sorted, translated, verified
- Teaching Skills: advised, clarified, communicated, corrected, counseled, demonstrated, evaluated, explained, graded, guided, informed, instructed, lectured, mentored, observed, set goals, steered, suggested, taught, trained, tutored

[Standard Résumé Example]

Nathan Student

College Address:
1001 Bethel Circle
Mishawaka, IN 46543

nstudent@gmail.com
(315) 555-1234

Home Address:
350 Maple Ave.
City, State 76543

EDUCATION

HONORS* [optional]

Bethel College, Mishawaka, IN
Bachelor of Arts in Child & Family Studies (2012)
GPA: 3.5
Relevant Coursework: _____

Dean's List, Fall 2010- Spring 2012

PROFESSIONAL EXPERIENCE

Hutchings Psychiatric Hospital, Onondaga County Department of Mental Health, Syracuse, NY

Student Intern, Spring 2010

- Worked closely for 15 weeks in mental health day treatment facility with children ages 9 to 11 diagnosed with emotionally disturbed behavior
- Assisted with therapeutic and socialization objectives set forth by the IE{s and Psychological support team
- Conducted individual research and comparison of case files to better develop understanding of mental health treatment

Bernice M. Wright Child Development Lab, Syracuse University, Syracuse, NY

Student Intern, Fall 2009

- Produced comprehensive new programming to be implemented in lab classroom
- Attended weekly classroom sessions to discuss new strategies to implement
- Completed in-depth developmental portfolio for three children, highlighting their progress in the cognitive, social-emotional, motor, and language areas

Indian Head Camp, Honesdale, PA

Program Director, Summer 2007 to Summer 2008

- Managed staff of four in Program Department
- Oversaw all scheduling for co-educational, 600-person, residential camp
- Attended quarterly meetings and national camping conferences in addition to daily meetings of management staff focused on improving the programming to increase participation and age-appropriate practices
- Developed new scheduling system utilizing Microsoft Excel and advanced spreadsheet technology

COMMUNITY ENGAGEMENT

Syracuse University Ambulance, Syracuse, NY

Field Supervisor, September 2008-Present

- Serve as observing attendant, ambulance driver, ambulance crew chief, and Field Supervisor
- Responsible for safe operation and training of active 70+ ambulance volunteers
- Volunteer over 30 hours each week, developing extensive training program and supervising the overall operation and safety of organization

Habitat for Humanity, Syracuse, NY

Participant, Spring 2007

- Assisted in fundraising for campus wide organization
- Assisted in construction of houses in Mississippi Delta

[Combination Résumé Example]

Nathan Student

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Home Address:
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EDUCATION

Bethel College, Mishawaka, IN
Bachelor of Arts in Child & Family Studies (2012)
GPA: 3.5
Relevant Coursework:

PROFESSIONAL EXPERIENCE

- Leadership* **Indian Head Camp**, Honesdale, PA
Program Director, Summer 2007 to Summer 2008
- Managed staff of four in Program Department
 - Oversaw all scheduling for co-educational, 600-person, residential camp
 - Attended quarterly meetings and national camping conferences in addition to daily management staff focused on improving the programming to increase participation and age-appropriate practices
 - Developed new scheduling system utilizing Microsoft Excel and advanced spreadsheet technology
- Research* **Hutchings Psychiatric Hospital**, Onondaga County Department of Mental Health, Syracuse, NY
Student Intern, Spring 2010
- Worked closely for 15 weeks in mental health day treatment facility with children ages 9 to 11 diagnosed with emotionally disturbed behavior
 - Assisted with therapeutic and socialization objectives set forth by the IE{s and Psychological support team
 - Conducted individual research and comparison of case files to better develop understanding of mental health treatment
- Interpersonal* **Syracuse University Ambulance**, Syracuse, NY
Field Supervisor, September 2008-Present
- Serve as observing attendant, ambulance driver, ambulance crew chief, and Field Supervisor
 - Responsible for the safe operation and training of active 70+ ambulance volunteers
 - Volunteer over 30 hours each week, developing extensive training program and supervising overall operation and safety of organization
- Administration* **Bernice M. Wright Child Development Lab**, Syracuse University, Syracuse, NY
Student Intern, Fall 2009
- Produced comprehensive new programming to be implemented in lab classroom
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 - Completed in-depth developmental portfolio for three children, highlighting their progress in cognitive, social-emotional, motor, and language areas
- Habitat for Humanity**, Syracuse, NY
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- Assisted in fundraising for campus wide organization
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[Functional Résumé Example]

Nathan Student

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(315) 555-1234

Home Address:
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City, State 76543

SUMMARY OF QUALIFICATIONS

Experienced worker with planning large group events and creating effective, interactive programs. Three years experience as an ambulance supervisor where organizational, problem solving, and people management skills were necessary. Two years experience in two separate locations working with children of vary states of mental facilities and developing interactive therapeutic strategies where analytical and interpersonal skills were essential.

PROFESSIONAL EXPERIENCE

Youth Involvement

- Worked closely for 15 weeks in mental health day treatment facility with children ages 9 to 11 diagnosed with emotionally disturbed behavior
- Completed in-depth developmental portfolio for three children, highlighting their progress in cognitive, social-emotional, motor, and language areas
- Conducted individual research and comparison of case files to develop understanding of mental health treatment

Group Management

- Managed staff of four in Program Department
- Currently responsible for the safe operation and training of active 70+ ambulance volunteers
- Attended quarterly meetings and national camping conferences in addition to daily management staff focused on improving the programming to increase participation and age-appropriate practices

Event Administration

- Oversaw all scheduling for co-educational, 600-person, residential camp
- Developed new scheduling system utilizing Microsoft Excel and advanced spreadsheet technology
- Volunteer over 30 hours each week, developing extensive training program and supervising the overall operation and safety of an organization

WORK HISTORY

Syracuse University Ambulance, Syracuse, NY 2008-Present
Field Supervisor

Hutchings Psychiatric Hospital, Syracuse, NY Spring 2010
Student Intern

Bernice M. Wright Child Development Lab, Syracuse, NY Fall 2009
Student Intern

EDUCATION

Bethel College, Mishawka, IN
Bachelor of Arts in Child & Family Studies (2012)

College Address:
1001 Bethel Circle
Mishawaka, IN 46543

Nathan Student
nstudent@gmail.com
(315) 555-1234

Home Address:
350 Maple Ave.
City, State 76543

EDUCATION

Bethel College, Mishawaka, IN
Bachelor of Science in Nursing (2017)
GPA: 3.6

HONORS

Dean’s List, Fall 2016-Fall 2018
Basketball Scholarship, Fall 2017

CLINICAL ROTATIONS

- | | | |
|----------------------|------------------------------------|---------------|
| • Nursing Management | St. Joseph Regional Medical Center | Spring 2017 |
| • Community Health | Various Agencies | Fall 2016 |
| • Maternal Newborn | Elkhart General Hospital | Spring B 2016 |
| • Critical Care | Elkhart General Hospital | Spring A 2016 |
| • Pediatrics | St. Joseph Regional Medical Center | Fall B 2015 |
| • Mental Health | Oaklawn Psychiatric Center | Fall A 2015 |
| • Medical-Surgical | Memorial Hospital of South Bend | Spring 2015 |
| • Fundamentals | Hubbard Hill Estates | Fall 2014 |

COMPREHENSIVE NURSING MANAGEMENT PRACTICUM

Progressive Care Unit, St. Joseph Regional Medical, Mishawaka, IN
Senior Nursing Student, Spring 2017

- Provided nursing care for up to four patients under direct supervision of RN mentor
- Performed variety of skills including care of peripheral and central lines, tube feedings, management of all aspects of medication administration, beginner level of interpretation of ECG tracings, and all nursing documentation and communication
- Participated in patient admissions and discharges and followed nursing process to complete daily patient care including ongoing patient assessments

WORK EXPERIENCE

Blessed Beginnings Care Center, Nappanee, IN

- Nurse’s Aide-Assist nurse and midwife in delivery and care of newborn June 2016- Present

Bethel College Physical Plant, Mishawaka, IN December 2013- Present

- Student Secretary

Bethel College Nursing Department, Mishawaka, IN September 2015- Present

- Lab Assistant

Miller’s Merry Manor, Syracuse, IN May 2015- August 2015

- Certified Nursing Assistant

VOLUNTEER EXPERIENCE

Bethel College Nursing Mission Trip- Jalapa, Guatemala May 2016

- Set up medical camps in 4 different villages and gave care to over 400 people

[Cover Letter Example]

Date

Julie Mills
Mills College
P.O. Box 5555
Oakland, CA 94613
510.555.2345
jmills@mills.edu

Recipient's Name
Recipient's Title
Name of Organization
Street Address
City, State, Zip Code

Dear Ms. or Mr. Last Name:

Opening Paragraph: Introduce yourself to your reader (not, "Hi, my name is Julie Mills", rather something like: "I am a senior at Mills college writing to apply for _____"). Specify the position for which you're applying. State where you saw it posted. Mention the contact that referred you— with their permission— if the employer knows them. You might briefly summarize your specific qualifications for or interest in the position.

Middle Paragraph(s): Use the position description/job announcement as your guide to focus on one or two specific examples from your resume that demonstrate you have the skills the employer seeks. Don't repeat long sections of your resume. Highlight the most relevant skills/experiences and emphasize accomplishments and result that relate to the position. Use terms and a language style to the field. Show you've researched the organization, but don't recite facts and figures from their website. Connect what you know about the organization to your experience.

Your goal with the letter is to show where the match is between you, the position, and this organization. What is it about their mission, clients, programs, services, and so forth that attracts you? By now, the recipient should clearly understand what you'd add to the organization, be convinced of your enthusiasm for the position, want to read your resume, and talk with you. Make your skills and qualifications obvious, not implied, to the reader.

Closing Paragraph: You might briefly summarize your qualifications and interest in the position, but avoid direct repetitions from the above. Don't give a long list of skills; instead, you might mention the most important two or three. Offer a next step: Will you be calling to arrange an in-person or phone interview? Be in the area on a certain day and follow up to meet? Do you look forward to hearing from the employer? Thank the employer for considering your application.

Sincerely, ← Note: Not "Best," "Yours" or anything too casual

←Note: If postal letter, leave four spaces; sign your name in dark ink. If email attachment, either double space between closing and name without a signature OR insert an electronic signature.

Julie Mills