BUILDING YOUR RÉSUMÉ

Résumés provide employers with an easy-to-understand outline of your education, experience, activities, accomplishments, and skills as they pertain to your employment goals. Think of it as a marketing tool that should be tailored to a specific opportunity. Plan for multiple revisions in order to have a polished piece that catches the attention of employers.

Résumés are noticed when they:
- Emphasize relevant accomplishments and skills
- Are concise, well-organized, and easy to read
- Show results through accomplishment based statements

GETTING STARTED

1. **Review Examples** – Look over the sample résumé(s) provided for formatting and content ideas. We also have a collection of examples for specific majors linked to a drive inside Handshake.

2. **Make A List** – Once you have reviewed samples, begin making a list of your experiences including internships, volunteering, jobs, academic projects, and campus and community involvement.

3. **Review the Job Description** – Highlight key skills, experiences, and traits the employer is seeking. Résumés are best when tailored for a specific position.

4. **Organize Content** – Once you understand the position and have identified which experiences are most relevant, you can begin to organize the content.

5. **Take Your Time** – Constructing a résumé takes time! Plan to spend more than an hour on this document. Being intentional about your personal brand allows you to show the unique value you bring to the table and allows for employers to get a real insightful look at who you are and what you are all about.

RÉSUMÉ CHECKLIST

Once a draft of your résumé is complete, double check the formatting and content using the checklist below.

Step 1: Check your formatting
☐ Easy to find and read information
☐ Pay close attention to consistent formatting (headings, fonts, line spacing, etc.).
☐ Fonts are professional and readable (10 pt or greater).
☐ Most résumés should only be one page (education majors are an exception).

Step 2: Check your content
☐ Section headings are easy to find.
☐ Relevant experience (classes, volunteer, or work) is clear and towards the top.
☐ Each experience lists the organization, city and state, position title, and length of experience.
☐ Within each section, experiences are listed with most recent first.
☐ Has well-written accomplishment statements. Each statement should begin with an action verb, and include accomplishments, not only responsibilities.
☐ No personal pronouns (I, my, me, our, etc.).
☐ Edited for grammar and spelling mistakes.
☐ References should be included in a separate document or page. You do not need to say "References Available Upon Request"

Head to Handshake to make an appointment!

Amy Parker

amyparker@gmail.com | (616) 381-2895 | Holland, MI

OBJECTIVE

Inquisitive, purpose-driven senior seeking full-time position in Washington, D.C. as a research assistant

EDUCATION

Hope College, Holland, MI
Bachelor of Arts in Psychology   Expected Graduation: May 2020
GPA: 3.32/4.00

Guanajuato, Mexico (June 2020)
- Council on International Educational Exchange: Studied Spanish grammar and culture

RELEVANT EXPERIENCE

Pine Rest Christian Mental Health Services, Grand Rapids, MI   Summer 2019 - Present
Psychology Intern
- Interview and assess patients by evaluating mental status and/or conducting psychometric testing, as well as reviewing records obtained from other patient care staff
- Select appropriate therapies or treatments for the patients based on the scientific knowledge of human learning and behavior
- Ensure that patients' progress notes are entered into the medical records on a timely basis and in accordance with established organizational and departmental procedures

Children's Health Hospital, Dallas, TX   Summer 2018
Psychology Summer Intern
- Shadowed various positions gaining first hand perspective into careers within the world of psychology
- Performed research activities that contributed to benchmarking activities of the department
- Attended various seminars, monitored patients' progress, and worked on the creation and integration of new treatment plans

Camp Geneva, Holland, MI   Summer 2016, 2017
Camp Counselor
- Mentored a group of five campers, enriching interpersonal communication and relationship skills
- Supervised campers with the aim of providing a healthy, safe and enjoyable camp environment and experience

COLLEGE AND COMMUNITY ENGAGEMENT

Hope College - Women's Soccer, Holland, MI   Fall 2016 - Present
Student Athlete
- Commit approximately 20 hours per week to training, watching film, travel and competing while simultaneously maintaining a full course load, sharpening time management capabilities

Hope College Dorian Sorority, Holland, MI   Fall 2016 - Present
President (Fall 2018 - Present)
- Lead chapter of 100 members and develop goals to promote and enhance our core values, strengthening problem solving and leadership skills

D.C.C.C (Dorian Chapter Culture Champion) (Fall 2016 - Fall 2018)
- Promote and inspire a strong and inclusive community among all members

SKILLS

- Intermediate knowledge and experience with SPSS software
- Fluent in written and spoken Spanish

1 MAKE YOUR NAME STAND OUT
Your name should be at least two font (no larger than 22pt font) sizes bigger than the text of your résumé.

2 FUTURE E-MAIL
As a senior, consider listing a non-Hope e-mail address that employers can reach you at once your Hope e-mail account has been deactivated.

3 OBJECTIVE
Including an objective is optional. However, a well-written and thoughtful statement describing your employment goal and some of your unique selling points can provide context for the reader. If you are applying to positions in a variety of fields, you should plan to develop a specific objective for each résumé. An objective is another way to showcase your personal brand.

4 GRADUATION DATE
Always list your expected graduation date rather than the time span you have attended college.

5 FORMAL DEGREE
List your formal degree by spelling out Bachelor of Arts, Bachelor of Science, Bachelors of Music, or Bachelor of Science in Nursing. Make sure to also include any accreditations your major may have (e.g. ABET, CSWE, ACS, CCNE).

6 GPA
Include your GPA if it is 3.0 or higher. Be sure to indicate the scale and use the same number of decimal points.

7 EDUCATION EXTRAS
The education section can be an ideal place to add international experience or significant project work.

8 EXPERIENCE MATTERS
Notice that this candidate has highlighted her international and communication experience in the Relevant Experience section, and does not need to list non-related work from the past. This may or may not be the case for you, but as you approach your senior year, you should consider how you can distinguish "Relevant Experience" from "Work Experience."

9 CONSISTENT FORMATTING
Each experience should include the organization, city and state, position title, and the length of the experience. It is very important that you use a consistent format throughout your résumé to list these four items.

10 NUMBERS
Always spell out numbers ten or under.

11 CONSISTENT DATES
Dates are typically listed by season or month. Either way is correct. However, you must be consistent throughout your résumé. The exception to the rule is your graduation date, which can be listed as a month.

12 QUANTIFY AND QUALIFY WHEN POSSIBLE
Using numbers in your descriptive statements is an effective way to show significant work accomplishments. Using qualifiers is also important when communicating skill level to employers.

13 ACRONYMS
Spell out acronyms.

14 ACTION VERBS
Begin each bullet statement with an action verb. Notice in this example that the action verb is in present tense (interview vs. interviewed). This is because she is currently working in the role. Action verbs should be past tense when communicating a position previously held.

15 GET INVOLVED
Employers value students who are actively involved on campus and in their community. They especially look for students who hold leadership roles. "College and Community Involvement" is a great section header. Community can refer to experiences (including volunteer) in the greater Hope community or in your hometown.

16 SKILLS
Skills sections often include computer, language, or laboratory proficiencies. Notice how this student qualified her level of understanding with words like proficient, conversational, or fluent. This section should be used to set you apart as a candidate so avoid listing skills common to every college graduate e.g. Microsoft applications. There may be times you move your skills section to the top of your document if you have a unique skillset you wish to highlight.

17 REVERSE CHRONOLOGICAL ORDER
The reverse chronological résumé style is the most commonly used style. This means that your most recent job is listed first, followed by each of your previous jobs in order by date.

WRITING ACCOMPLISHMENT STATEMENTS

Accomplishment statements describe your work and achievements. They communicate to employers you have achieved results and that you have developed transferable skills necessary for the position. These statements should: **use action verbs, use numbers to quantify, indicate positive results, and provide meaningful detail.**

Typical non-description résumé statement:
Responsible for writing the monthly newsletter.

Improved accomplishment-based résumé statement:
Created and produced an electronic monthly newsletter for the international student center which was distributed to 3,000 alumni and parents of the College.

Use the APR "formula" below to write accomplishment-based statements:

Action Verb: "Coordinated" + **Project:** "three fundraising events for local food banks" + **Result:** "which raised over $3,500 (10% over goal) and improved community awareness" = Coordinated three fundraising events for local food banks, which raised over $3,500 (10% over goal) and improved community awareness.	**Action Verb:** "Planned and promoted" + **Project:** "20 guest speakers on campus" + **Result:** "50% increase in student attendance from the previous year" = Planned and promoted 20 guests speakers on campus resulting in a 50% increase in student attendance from the previous year.

FREQUENTLY ASKED QUESTIONS

- **What should I name my file?** Incorporate your name: ParkerRes2020 vs. Spring2020Resume
- **Do I need a personal photo?** A photo is not recommended on this document.
- **Do I include references on my résumé?** You only include references if you have constructed a CV (curriculum vitae). In this case you should include at least 3 references and their contact information.
- **When do I need to construct and submit a CV (curriculum vitae)?** When applying for a job abroad, applying for graduate or medical school, and if you are searching for an academic or research oriented position.
- **How many pages should my résumé be?** One page for most majors (exception being Education majors). Two pages is appropriate if you have constructed a CV (curriculum vitae).
- **Can I include my StrengthsFinder results?** Yes! They should be in the footer of the first page of your résumé.
- **Can my résumé be in color?** Sometimes color may be appropriate. We strongly encourage personal branding. Think about your font style and the format of your document to get creative.