

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 an online collection of examples for specific majors at hope.edu/career/handouts.
- 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.

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.



Call 616.395.7950 to make an appointment!

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3 EDUCATION

Hope College, Holland, MI

4 Expected Graduation: May XXXX

5 Bachelor of Arts in International Studies and Political Science

Minor: Spanish

6 GPA: 3.4/4.0

7 Guanajuato, Mexico (July XXXX)

- Council on International Educational Exchange: Studied Spanish grammar and culture

Rabat, Morocco (January - May XXXX)

- School for International Training: Migration and Transnational Identity. Analyzed migration from Africa to Europe. Visited a village in Veni Mellal and the Netherlands to study push and pull factors of migration. Independent study project focused on harassment against women.

8 RELEVANT EXPERIENCE

9 Lakeshore Ethnic Diversity Alliance, Holland, MI

January XXXX - Present

Immigration Intern

- Research immigration history in Michigan and conduct interviews in Spanish with migrants
- Create from concept to completion a museum display on the history and stories of migrants

Hope College Campus Ministries, Holland, MI

October XXXX - March XXXX

Immersion Trip Leader

- Co-led a trip to Mexico partnering with an organization called "Frontera de Cristo" to learn about immigration
- Planned meetings and equipped a group of ten students to travel internationally

Bread for the World, Holland, MI

10

11 May - July XXXX

Marketing Intern

- 12 • Communicated with 25 churches for publicity of advocacy group
- Spread awareness of hunger issues locally and internationally

Latin Americans United for Progress, Holland, MI

August - December XXXX

Translator and Tutor

- Prepared residents for for the Naturalization test and provided translation services for the exam
- 13 • Tutored General Education Development (GED) Spanish prep class classes in English and Spanish for Mathematics, Social Studies, Science, and Reading, grades 6-12

Ready for School, Holland, MI

January - May XXXX

Communication Intern

- 14 • Translated documents from English to Spanish and conducted administrative responsibilities
- Contacted Spanish speaking parents about opportunities for children

15 COLLEGE LEADERSHIP

Hope College Residential Life

August XXXX - Present

Resident Assistant

- Encourage and support students in academic, social, and personal growth in order to succeed in a diverse, global society
- Promote and inspire strong and inclusive communities

Hope4Nations

September XXXX - Present

Member

- Train students for cross-cultural ministry

Student Congress

17 September XXXX - May XXXX

Member

- Assisted in allocating funds to 80 different organizations as part of the Appropriations Committee
- Evaluated and developed policies to ensure Hope College is an educational, diverse community as part of the Multicultural Affairs Committee

16 LANGUAGE SKILLS

- Fluent in spoken and written Spanish
- Intermediate in spoken and written Fush'a Arabic and basics of Moroccan Darija dialect

1 MAKE YOUR NAME STAND OUT

Your name should be at least two 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 and this student chose not to include one. However, a well-written, concise 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. For example: A _____ position within the _____ field using _____ and _____ skills.

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 or Bachelor of Science and then indicate your major(s)/minor(s).

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. For example you may choose to list May XXXX – October XXXX or Spring XXXX – Fall XXXX. Either way is correct. However, you must be consistent throughout your résumé.

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 past tense (translated vs. translate). This is because she is no longer working in the role. Action verbs should be present tense when communicating a position you currently hold.

15 BE A LEADER

Employers value students who are actively involved on campus. They especially look for students who hold leadership roles. Notice how this candidate was able to label her section heading "College Leadership" rather than "Campus Involvement."

16 SKILLS

Skills sections often include computer, language, or laboratory proficiencies. Notice how this student qualified her level of understanding with words like proficient, expert, 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.

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.

BUILDING YOUR RÉSUMÉ

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.

Action Verb Examples:

- Achieved
- Analyzed
- Coordinated
- Collaborated
- Designed
- Developed
- Evaluated
- Facilitated
- Improved
- Influenced
- Marketed
- Motivated
- Organized
- Planned
- Presented
- Prioritized
- Produced
- Reduced
- Resolved
- Trained

For a complete list of action verbs for use in APR statements, visit hope.edu/career/handouts