



# RESUMES

## ARTICULATING WHO YOU ARE AS A CANDIDATE



# WHO IS YOUR AUDIENCE?

SPEAK TO THEM DIRECTLY & USE THEIR VOCABULARY

## **EMPLOYERS**

Jobs and internships

## **SCHOLARSHIP COMMITTEES**

Show growth and commitment

## **GRAD SCHOOLS**

Most programs and degree levels; may also use CV

## **SURE & OTHER RESEARCH ORGANIZATIONS**

Typically attached to an application or other statement

## **POST GRAD SERVICE ORGANIZATIONS**

Service work is work!

## **WHO ELSE?**

Faculty writing evaluations, work study, etc.



# PAGE SET UP

START FROM SCRATCH – DO NOT USE A TEMPLATE

## TEMPLATES ARE NOT EFFICIENT

Recruiters are not fond of templates  
Templates lock you into inefficient formatting

## MARGINS

Narrowest allowable is 0.5"; all four should be the same

## CONSISTENT FORMATTING

Pay attention to what you **bold**, underline, and *italicize*

## FONT TYPE

Calibri or Cambria  
Pick one, and stick to only one

## FONT SIZE

10-point to 12-point throughout

## ONE PAGE

Only one page is allowed



# HEADING

LET THEM KNOW WHO YOU ARE

## **STONEHILL EMAIL VS. NON-STONEHILL EMAIL**

Email address should be professional  
Seniors (and some juniors) should use non-Stonehill

## **CELL PHONE NUMBER**

Record your own outgoing voicemail message  
Manage your inbox and maintain space

## **CITY AND STATE**

Street address is not necessary  
State abbreviations should all be two capital letters

## **LINK TO A LINKEDIN PROFILE OR PORTFOLIO**

Clean URL for easy use



# EDUCATION

WHAT YOU ARE STUDYING AND HOW FAR ALONG YOU ARE IN YOUR DEGREE

## **CORRECT DEGREE LISTED**

Bachelor of Arts, Bachelor of Science, and/or  
Bachelor of Science in Business Administration

## **MAJOR(S) AND MINOR(S)**

Use the phrase “Double Major” if appropriate

## **GPA**

Included if 3.0+

## **INCLUDE ALL COLLEGES & UNIVERSITIES**

Previous institution if you are a transfer student  
International study abroad institution and location

## **ANTICIPATED GRADUATION DATE**

Let them know how far along you are

## **\*ACCOUNTING STUDENTS**

Include a statement on your plan for 150-credit hours



# RELEVANT COURSEWORK

INCLUDED TYPICALLY FOR FIRST YEAR STUDENTS & SOPHOMORES

## **FIRST YEARS & SOPHOMORES**

Helps convey current knowledge and experience

## **JUNIORS & SENIORS**

Not as necessary – you likely have more experience now

## **RELEVANT VS. SELECTED COURSEWORK**

Include courses by relevant topic or your own selected list

## **OPPORTUNITY TO INCLUDE VOCABULARY**

Represent topics and knowledge otherwise missing



# CATEGORIES

PACKAGE YOUR EXPERIENCE STRATEGICALLY

## **EDUCATION SECTION IS TYPICALLY FIRST**

\*Ed majors may have a Certifications section first

## **FUNCTIONAL VS. CONTEXTUAL CATEGORIES**

Populated based on job title (Volunteer Experience)

## **CONTEXTUAL CATEGORIES**

Populated based on skill, content, or context

## **PRIORITY EXPERIENCE ON THE TOP HALF**

If they make it only halfway down, make it count!

Use a “Relevant Experience” section if you can

## **ADDITIONAL CATEGORY OPTIONS**

Work Experience

Leadership Experience

Volunteering/Service Experience

Collegiate Activities

# EXPERIENCES

PACKAGE YOUR EXPERIENCE STRATEGICALLY

## LISTED IN REVERSE CHRONOLOGICAL ORDER

Start with the most recent, and work your way back

## TWO-LINE VERSION (STANDARD)

Organization Name | City, ST

*Job Title*

## ONE-LINE VERSION (MAXIMIZE SPACE)

*Job Title* | Organization Name | City, ST

## DATES

Month and year; not seasons or semesters

Pushed entirely to the right margin

## CONSISTENT FORMATTING

Inconsistent formatting looks like a proofreading mistake

Dates in hyphens must be consistent

Watch what you bold, and italicize

Train the reader to identify information quickly





# BULLET POINTS

ARTICULATE YOUR EXPERIENCE EFFECTIVELY

## **ACTION VERBS**

Every bullet should start with an action verb

## **WHAT & WHY**

Include what you did, and why it is important to note (skill or strength illustrated, value, contribution, etc.)

## **QUANTIFY WHEN YOU CAN**

Numbers can help to validate or sell an experience

## **TENSES**

Use simple present tense (“Manage” and not “Manages”) or past tense (“Managed”)

## **AVOID LESS EFFECTIVE ACTION VERBS**

“Responsible for...”, “Assist...” or “Worked with...”

## **AVOID PERSONAL PRONOUNS**

I, me, we, they, us, them, their



# SKILLS

PULL INSPIRATION FROM THE POSTING IF YOU ARE UNSURE

## COMPUTER

Software pertaining to a particular industry  
Common workflow software such as Microsoft Office 365  
“PowerPoint” is one word with two capital P’s

## LANGUAGE

Basic, beginner, intermediate, conversational, proficient

## LABORATORY

Any and all techniques and procedures  
\*Opportunity to incorporate important vocabulary

## PROFICIENCY LEVELS

No real standards  
Be honest and be able to back it up  
Even “familiar” or “beginner” shows interest



# PROOFREADING YOUR RESUME

YOUR RESUME IS A FLUID DOCUMENT – UNDER CONSTANT CONSTRUCTION

## **GET COMFORTABLE WITH MAKING CHANGES**

Your resume will grow with every new experience which will shift how much space you give various items

## **ONE PAGE**

Communicate your experience effectively and efficiently on one page only; the second page will never be seen

## **RESUME EDITING CHECKLIST**

When in doubt, use the Resume Editing Checklist (available on Handshake in the Resources channel)

# REVIEW

## TOP DO'S AND DON'TS

### **NO TEMPLATES**

They are not typically received well and lock you into less effective formatting

### **CONSISTENT FORMATTING**

Attention to detail is key here; be very careful

### **STRONG BULLET POINTS**

Start with action verbs

Include what you did and why it is notable

### **ONE PAGE**

Be discerning in your format and content to ensure the most effective content is included and communicated well



# QUESTIONS?

STUDIO TIME

## **RESOURCES AVAILABLE ON HANDSHAKE IN THE RESOURCES CHANNEL**

Resume Overview and Guidelines

Action Verb and Bullet Point Handout

Editing Your Resume and Cover Letter checklist

## **GET YOUR RESUME REVIEWED AND APPROVED**

Drop-ins: Monday-Thursday, 1pm-3pm; Friday, 10am-3pm

Resume Labs: Monday-Wednesday, 7pm-9pm

Appointments: Booked via Handshake (final reviews, only)

Upload a PDF to Handshake and await approval (expect 1-2 business days)