Writing a Resume

The First Impression

Letters and Sciences

Exploration Activity

Quick Fact

"Research shows that only one interview is granted for every _____ resumes received by the average employer."

(Rockport Institute)

200!

Purpose of a Resume

- Marketing tool for your job search
- Pre-screening tool for employers
- Gain interviews with employers
- Recommended piece to include with your Smith School application

The Purpose

A Resume Should Have…

- A clearly stated career goal
- Background of your education
- Relevant experience
- List of awards and honors
- Leadership abilities

The Purpose

A Resume Shouldn't Have…

- Wordy objective statements
- Include salary info
- Include reasons for leaving a job
- A special section for "personal" info
- Include references
- Include inappropriate email addresses
- Be on colored paper

How to Get Started

- Do a Self-Assessment
  - Think of past successes and achievements
    - Brainstorm all of your skills, experiences, accomplishments, etc.
    - Include ALL work, volunteer, leadership, community, etc. experiences
  - Don’t worry about the formatting, length, or styling
  - Once you have all of the background information, it will be easier to group positions together and best organize your resume

Consider Your Target Audience

- Who's going to be reading your resume?
  - Develop a job target and identify audience
  - Consider the type of organization or position for which you are applying
    - Tailor your resume (and all application materials) to that specific position and organization/company

Categories

- Identification/Heading
- Objective (optional)
- Education/Training
- Experience
- Honors/Activities/Skills
- References
- Optional Categories – *above are flexible*

Heading

- Name
- Street Address
- City, State Zip
- Phone Number
- E-mail Address

Heading

LTSC Student

(XXX) XXX-XXXX

email@umd.edu

name emphasized in slightly larger type

basic, professional email address

Permanent Address

XXXXXXXXXXXX

City, State ZIP

Current Address

XXXXXXXXXXXX

City, State ZIP

college students may want to include two addresses, if applicable

Objective

- The "thesis statement" of your resume
- Should be tailored to each application
- May chose not to list your objective
- The career objective should be brief and concise

Focus on You:

- Skills
- Education
- Goals

Focus on Situation:

- Career areas
- Type of organization
- Functional Area
- Population

Objective

Examples:

- Seeking a sales representative position which utilizes communication, organizational and marketing skills
- To gain admittance to the Robert H. Smith School of Business
- To secure an internship in sales and/or marketing with a consumer products organization
- Research position in Mechanical Engineering using proven technical, leadership, and communication skills
- Exhibit Development and Design internship using research, design, and administrative skills.

Education

- Name of degree *(intended major)*
- Date of degree *(anticipated)*
- Name & location of institution
- Minor/concentration(s)
- Overall GPA *(if it best markets you! – 3.0+)*
- Relevant coursework/study abroad experience
- Academic honors or special programs

Education

includes the INTENDED major and graduation date that student anticipates having

Bachelor of Science in Computer Science Expected May 2015

University of Maryland, College Park, MD

Primannum Honor Society

Dean's List (Fall 2012, Spring 2013, Fall 2013)

could also describe in more detail under category such as “memberships,” “involvements,” or “affiliations”

Education

Bachelor of Arts in Sociology Expected December 2016

University of Maryland, College Park, MD

College of Behavioral and Social Sciences

Cumulative GPA: 3.26/4.0

high GPA's are worth including (3.0+)

Associate of Arts in Psychology May 2014

Montgomery College, Rockville, MD

Cumulative GPA: 3.75/4.0

Experience

- Can be listed in one section or broken into several *(categories are not exhaustive… be creative!)*
  - Related Experience
  - Volunteer Experience
  - Leadership Experience
  - Work Experience

Experience

Types to Include:

- Paid and non-paid
- Internships
- Volunteer/community service
- Military
- Part-time or full-time work
- On-campus or off-campus activities
- ALMOST EVERYTHING IS EXPERIENCE

Experience

Details to Include:

- Position title
- Name of organization
- Organization’s location
- Dates of employment (month/year)
- Duties/skills used/responsibilities
  - Most important/significant first
- Accomplishments/results

Experience

- Start with most recent experience and work backwards
- Begin each bulleted description with an action verb
  - Action verb tense
    - **Present:** If currently in the position (ex. coordinate, schedule, train, etc.)
    - **Past:** If completed the position (ex. coordinated, scheduled, trained, etc.)
- Try to include at least 2-3 bullets under each position
- Add numbers and descriptors to increase significance of what you did
  - ex. Supervised 15 mentally disabled adolescents ages 13-17.

Action Words

- Accomplished
- Administered
- Advised
- Assisted
- Balanced
- Coached
- Compiled
- Created
- Demonstrated
- Designed
- Expedited
- Instructed
- Motivated
- Organized
- Performed
- Planned
- Proposed
- Supervised
- Trained
- Updated

Additional Action Verbs can be found here!

Experience

WORK EXPERIENCE

most recent position

Administrative Assistant September 2011 – Present

Medical Practice Services, Greenbelt, MD

- Handle accounting tasks such as expenses, monthly invoices, and medical payments
- Research and organize functional company website
- Complete medical applications and forms for numerous medical groups

summer job only

Camp Counselor Summers 2011, 2012

Seneca Creek Day Camp, Utica, NY

- Led sporting, art, and nature activities for more than 80 campers ages 9-13
- Worked with a team of counselors and staff
- Resolved parental concerns regarding safety and other issues

used specific details and numbers

Experience

LEADERSHIP EXPERIENCE

***Alpha Kappa Sorority,* College Park, MD**

Vice President April 2012 – Present

- Oversee daily activities and events of sorority and directed the Administrative Focus Group
- Act as a liaison between the chapter, national office, alumnae, and advisors
- Cooperate with executive board members and advisors to plan events and community service projects within a budget

how much $?

- Enforce sorority standards as head of the Bylaws Committee and organized election and transition process
- Lead workshops to evaluate chapter's strengths and weaknesses

highlights delegation, interpersonal, and analytical skills

***Smith Undergraduate Student Association Finance Committee* , College Park, MD** Sept 2011 – May 2012

Financial Advisor

- Managed a $14,000 budget with 12 other selected individuals
- Personal financial advisor to the Black Business Association

could have provided more explanation here

Honors/Activities/Skills, etc.

- Only include categories as relevant
- List computer skills and language skills
- Have at least two things in each section, otherwise combine sections together

Honors/Activities/Skills, etc.

Could also title this "MEMBERSHIPS" or "AFFILIATIONS"

ACTIVITIES

- Best Buddies — Fall 2014 – Present
- Chinese Students Association — Fall 2013 – Present
  - Programming Committee, Community Service Committee

Understand your skill level – "fluent", "proficient", "experience in," "knowledgeable"

SKILLS

- Proficient: Microsoft Office Suite (Excel, Word, PowerPoint, Outlook)
- Proficient: Basic, Visual Basic, C++, HTML, Adobe Photoshop, Adobe Premiere, Final Cut Pro
- Knowledgeable: Bloomberg Terminal, SEI Investments
- Multi-Lingual: English, Gujarati, Hindi, 4 years experience in Spanish

HONORS

- Letters & Sciences Outstanding Student of the Year, 2012
- Sigma Circle of ODK National Leadership Honor Society

Optional Categories *(as relevant)*

- Activities
- Awards
- Certifications
- Community Service
- Computer Skills
- Languages
- Leadership
- Memberships
- Presentations
- Professional Activities
- Publications
- Scholarships
- Special Projects
- Special Skills

Personal Data

- Typically not included
  - Marital status or children
  - Birth date
  - Health
  - Photo
  - Height and weight
  - Willing to travel or relocate

High School Information?

- Not necessary under “Education”
- High school becomes less relevant and meaningful
- Make it a priority to gain college level experience, if you haven’t already
- A continued job from high school can be included

Resume Presentation

- Margins: One inch preferred, 1/2 inch minimum
- Font: Clear and legible (i.e., Times New Roman)
- Font Size: 12 preferred, 10 minimum
- White Space: Helps resume look neat and uncluttered
- Length: Keep to one page
  - Art of being selective – quality over quantity
  - Cover letter provides more detail
  - Resume grows with your experiences

Resume Presentation

- Emphasize words by:
  - *ITALICIZE*
  - **BOLD**
  - ALL CAPS
  - Location
  - Use of “white space”

Common Mistakes

- Misspellings and typos
- Too short or too long
- Unorganized
- Overwritten
- Too sparse
- Irrelevant information
- Content doesn’t match objective
- Using personal pronouns, articles, full sentences
- Past tense vs. present tense

Sample Resume

Joe Example

1234 Resume Boulevard
College Park, MD 20742
301-555-1212
email@umd.edu

Objective: To secure a summer internship in the criminal justice field.

Education:
Bachelor of Science in Criminology & Criminal Justice — Anticipated May 2016
University of Maryland, College Park, MD
GPA: 3.0/4.0

Relevant Courses:

- Criminal Law I & II Introduction to Criminal Justice
- Principles of Investigations Constitutional Law and Rights of People
- Criminal Evidence Community Values & the Administration of Justice
- Criminology Civil Liberties
- Introduction to Sociology Psychology of Interpersonal Relationships

Work Experience:
Police Officer Intern, Montgomery County Department of Police — Summer 2013

- Assisted with general police duties to the public including: patrol of the county, enforcing of statutes, taking and investigating criminal and accident reports, processing and transport of prisoners, serving civil process and warrants, equipping and setting up of patrol units, monitoring of traffic and some dispatching
- Attended Burglary Prevention and Crime Awareness Seminars

Security Officer, The Mall in Columbia — 2013-2014

- Responsible for providing security for daily mall operation, including monitoring customers and employees to maintain internal and external loss control
- Managed a staff of up to 10 persons at any one time, hired and trained new personnel
- Enforced standard operational procedures to ensure the highest level of security
- Conducted security evaluations/investigations/interviews

Volunteer Experience:
Montgomery County Public Library Volunteer — 2011-2013

- Organized and sorted books, magazines, and covers in appropriate sections
- Helped library visitors adjust to new changes and explained summer reading programs to children
- Answered inquiries about the library and the surrounding communities

Activities:
Secretary, The Criminal Justice Student Association — 2013-2014
Member, TerpThon — 2012-2013

Computer Skills:
Proficient in: Pro Tools Sound Editing, Pinnacle Video Editing, Macromedia Dreamweaver, Microsoft Expression Web, Adobe Photoshop

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