

RESUME GUIDELINES*

OVERVIEW

Your resume is generally a one-page document that clearly presents your current and past experiences and accomplishments so that your reader can understand the unique value that you bring to the table. As you begin to draft your resume, consider the following. Your resume is:

- Your first opportunity to make an impression. Step back from the details to consider what story you want to communicate.
- Foremost, about the content and demonstrating your experiences. Begin by writing your resume in Google docs or Word, and avoid using templates that focus on form over content.
- A living document that you will tailor to specific positions and will evolve throughout your career.
- Not a laundry list of every experience; it is a carefully curated list of relevant experiences.
- Easy to read. Consider font type and size, formatting, and a balance of text and white space.
- Shared with potential employers as a pdf document.

HEADER

The header provides your full name and contact information (email address & telephone number). This section should not include personal information (e.g., sex, date of birth, marital status). Items that may be included in your header:

- Wellesley and/or home address: If you choose both, be sure to label each address accordingly.
- Personal website, links to professional social media (Twitter, Instagram, LinkedIn).

EDUCATION

If you are a current student or recent alumna, the education section should be just below the heading, with the most recent education listed first. Generally, you should not include your high school on your resume; however, first-year college students may include relevant high school experiences. Necessary information includes:

- Your institution and its location (City/Town and State)
- Your degree (Bachelor of Arts), any major(s) and/or minor(s)
- Expected graduation date.
- Optional: Study abroad programs and institutions where you cross-registered for classes.

EXPERIENCE

In this section, provide details about your various experiences, highlighting accomplishments, learning outcomes, and transferable skills. "Experience" is broadly defined and can include full- or part-time work, summer jobs, internships, research, academic projects, campus leadership, volunteer opportunities, etc. Describe your experiences using strong, specific verbs, and emphasize the results and impact of your work. You can create separate and distinct Experience sections to highlight those positions or skills (e.g., Research, Leadership, Extracurricular, or Volunteer).

- List experiences in reverse chronological order (most recent first).
- Include name and location of the organization where this experience took place and the title of your role.
- Include start and end date for your experience. If it is ongoing, list your end date as "Present."
- Describe your experience in accomplishment statements, using short phrases starting with a strong verb. Be specific and quantify your experiences whenever you can.
- Create 2-5 accomplishment statements for each experience.

SKILLS

This section provides an immediate view of the kinds of tasks you are ready to undertake. While you will want to be selective and only list relevant skills, these might range from technical skills, like expertise using a digital tool, to experience-based skills, like project management or database design. This section can also include certifications, languages, etc. In general, it's best to avoid general skills like people skills, time management or critical thinking. As this section grows, you may divide it into several distinct skills sections, like Software Expertise, Language Skills, Teaching Skills, Design Skills, etc.

CHECKLIST

Is your resume...

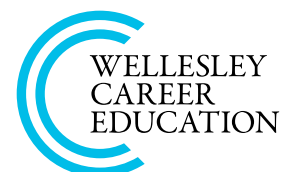
- Easy to read?
 - Simple, clean font (e.g. Times, Arial, Garamond)
 - 10 to 12 pt. font
 - 0.5 to 1 in. margins
- Error free (grammar & spelling)?
- Devoid of personal pronouns (I, me, my, we)?
- Concise?
- Reverse chronological?
- Tailored to the type(s) of opportunities you are seeking?

Does your resume...

- Effectively communicate your relevant skills and experience?
- Use consistent formatting for dates, job accomplishments, etc.?
- Display your strongest or most relevant qualifications near the top of the page or section?
- Highlight all your related/transferable experience?
- Utilize action verbs and results-oriented language to describe your experience?
- Display on the screen without formatting errors as a pdf attachment?

**Want one-on-one support?
Make an appointment in
Handshake!**

* NOTE: Resume guidelines can vary by industry. For more information and industry-specific samples, meet with your Career Community Advisor.



RESUME BULLETS

OVERVIEW

Writing resume bullets is often the most challenging aspect of writing a resume. Yes, settling on the best design and format and determining the most relevant experiences to highlight on your resume can take time; however, effectively describing your experience is the most important task. In many ways, this is because your bullets provide the majority of the content and context for your resume, and it is the content of a resume (i.e. the resume bullets) that will distinguish an average resume from a competitive one.

The first step to writing more effective bullet points is to recognize that your bullets can and should be more than just a list of the tasks and responsibilities you managed in a particular role. Don't just copy and paste directly from your position description. While a job description is a great place to start, simply listing your duties doesn't harness the full potential of a resume bullet. It doesn't

communicate the skills that you have developed nor does it distinguish you from someone else who has been in the same role or had similar experiences. Most important, it doesn't demonstrate the impact or results of the tasks and the responsibilities you had.

Instead, think of your bullets as accomplishment statements. Using this framework, you are able to focus more on the results of your work and the skills you have developed through your various experiences. Ask yourself: What did you accomplish? Why and how did you complete this task? What was your unique impact or contribution within this role? What sets you apart from others in this or a similar role? The answers to these questions will help you outline the skills you will bring to your next position and demonstrate the results you are likely to produce once you are in the new role.

THE FORMULA

To help you get started, use the following basic formula to craft your resume bullets:

Action Verb

Every bullet should begin with a strong action verb. Having a hard time brainstorming strong action verbs? Take a look at our list of action verbs sorted by skill categories to jumpstart your ideas.



What You Did

This is a brief statement of the task, duty or responsibility. Take any opportunity to quantify what you did. Keep in mind, however, that this is not the central focus of your bullet point.



Additional Descriptive Information/Results

Go beyond telling what you did and describe how and why you did it? When/how often? What did you accomplish? What was the result or outcome of your work? What was the impact? *Note: This is what distinguishes a good resume bullet from competitive one.*

THE P.A.R. FRAMEWORK

In addition to the above mentioned formula, many students find it helpful to think about their experiences using the **Problem – Action – Result** framework. For each task or responsibility, what problem were you seeking to address? What action did you take

to address this problem? What were the results of your action? Once you have determined these answers, you can summarize the content into one (or more) bullets.

EXAMPLES

Before

Responsible for data entry.



After

Accurately entered data into BannerWeb using strong attention to detail in order to update alumni contact information after yearly alumnae survey.

Provide after school tutoring support.



Tutored approximately 10 students in chemistry and biology on a weekly basis while constantly assessing each student's needs in order to structure and scaffold instruction appropriately.

Answer phone calls at crisis hotline.



Provide weekly crisis counseling to sexual assault survivors to give them immediate emotional support and refer them to appropriate counseling, legal, and medical advocacy services.

Managed student organization website.



Managed, updated, and developed website using HTML and CSS in order to maintain consistent and reliable communication with organization members.

Researched and wrote memos on environmental issues.



Drafted memos on climate resilience for 10 lower income communities across the country.

Sandra Second Year

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EDUCATION:

Wellesley College, Wellesley, MA

Expected Graduation May 2018

Candidate for Bachelor of Arts in Political Science, Minor in Spanish

Cumulative GPA: 3.38

EXPERIENCE:

Wellesley College Alumnae Association, Wellesley, MA

Sept. 2015 – Present

Student Assistant

- Place an average of 50 calls per day during annual phone-a-thon alumnae fundraiser
- Raised over \$5,000 through phone-a-thon calls by providing excellent customer service and having meaningful conversations with alumnae about the Wellesley Experience and future plans for the College
- Accurately enter data into BannerWeb to update alumni contact information after yearly alumnae survey

Wellesley College United Caribbean Cultures Club, Wellesley, MA

Jan. 2015 – Present

Events Chair

- Organize monthly campus events to promote Caribbean awareness and culture
- Promote events using fliers, tabling, and posting to social media accounts including Facebook and Twitter
- Collaborate with treasurer to manage finances and budget for each event
- Partnered with Sigma Sigma Society to host a campus wide film screening of brand new documentary: “Caribya!” and lecture from the local film producer
- Led campus-wide fundraiser raising \$2,500 for Haiti relief funds to help rebuild schools after earthquake

Lumpkin Summer Institute for Service-Learning, Boston, MA

June 2016 – Aug. 2016

Intern at St. Francis House

- Provided support to the vocational rehabilitation team at St. Francis House, the largest day shelter in Massachusetts which serves up to 600 poor and homeless men and women each day
- Shadowed a Direct Care Provider daily to provide a variety of services to guests including drug and alcohol abuse referrals, vocational assistance, housing assistance and mental health counseling
- Managed the suit donation program by following up with previous donors, and creating a new marketing campaign to get the word out to a network of local non profits utilizing social media
- Created and managed a new job fair for guests by recruiting 50 companies with hiring needs and delivering an orientation webinar to recruiters to prepare them to interact with and hire St. Francis House guests

God’s Love We Deliver, New York, NY

Jan. 2016

Alternative Spring Break Participant

- Prepared and delivered meals to men, women, and children living with HIV/AIDS, cancer, and other serious illness for 5 days
- Worked with team of registered dietitians to learn about tailoring meals to each client’s specific medical requirements
- Met with organization founder and CEO to learn about organization’s history, mission, and basics of running a nonprofit organization

SKILLS:

Language: Conversational Spanish

Computer: Microsoft Office Suite, Hootsuite, Photoshop