

The Resume

DESIGN

General Resume:

Includes all experiences & skills

Targeted Resume:

Experience & skills related to a position

Upload your resume to Handshake!

Hiring managers spend an average of 7-10 seconds reading your resume, make your resume stand out!

CATEGORIES

Education

Related Experience

Work Experience

Related Coursework

College Involvement

Community Involvement

Honors & Awards

Licenses/
Certifications

Special Skills

Professional Development

Continuously update your resume with new experiences, skills and other professional development opportunities!

FORMAT

Keep your resume brief, generally one page

Be consistent with format, font, headings & dates

Use bullets to be concise, neat & well-organized

Your resume should be a flexible document, avoid using restricting templates!

USE ACTION WORDS

Management

Approved
Delegated
Oversaw

Research

Diagnosed
Examined
Measured

Technical

Engineered
Programmed
Utilized

Data

Analyzed
Calculated
Researched

For full list of action words, visit Career Services or our website!

DON'T FORGET

Avoid personal pronouns:
I, Me, My, Etc.

PROOFREAD!
Do NOT rely on spell-check

Have someone review your resume and/or read aloud

Print on quality paper: CAREER SERVICES PROVIDES FREE PAPER!

Your header should be the same on your resume, cover letter & references

Will Succeed

Name: larger font & bold
Remaining document: 11-12 pt. font
(Arial, Verdana, Times New Roman, etc.)

(716) 123-4567 • will.succeed@daemen.edu

EDUCATION

Bachelor of Arts in Political Science

Expected: MONTH/YEAR

Minor: +PLUS Local Community Development

Daemen University, Amherst, NY

GPA: 3.6, Dean's List Recipient

List GPA if above 3.0.
If you ever made Dean's List, only list it once

RELEVANT EXPERIENCE

United States Courthouse, Buffalo, NY

List experiences in reverse chronological order

MO/YR-Present

Intern, Curator's Office

- Attended legal briefings to record meeting notes and proceedings
- Provided guided courthouse tours to students, visitors and community
- Effectively communicated with curator staff, professionals and visitors

Daemen University Peer Disciplinary Review Board, Amherst, NY

MO/YR-MO/YR

Student Member

- Review student cases and suggest educational sanctions
- Collaborate with board members to determine residential standards

Use 2-4 bullets to describe accomplishments/responsibilities

HONORS

Academic Service Learning Award Recipient

MO/YR

Student Intern Award

MO/YR

Finish Line Employee of the Month

MO/YR

Add Honors category if you have 2+ honors/awards

COLLEGE INVOLVEMENT

Pre-Law Association, ***Active Member***

MO/YR-Present

History and Political Science Club, ***Club Treasurer***

MO/YR-Present

COMMUNITY INVOLVEMENT

International Institute, Buffalo NY

If you completed Service Learning, add under Community Involvement category

MO/YR

English Second Language Assistant Teacher

- Facilitate small group activities to promote English pronunciation
- Assist teacher to ensure students are on task and understand material

CERTIFICATION

American Red Cross – First Aid, CPR, and AED Certified

Current

WORK EXPERIENCE

Daemen University Research & Information Commons, Amherst, NY

MO/YR-Present

Assistant Clerk

- Answer student inquiries & offered appropriate reference materials
- Assist with circulation desk and processed check-outs and returns

Finish Line, Elma, NY

Job Title = Bold & italicized

Seasonal, MO/YR-Present

Customer Service Representative

- Train new employees on store policies and procedures
- Assist in locating appropriate attire to meet customer needs

Avoid statements overlapping dates