

# The Resume

## DESIGN

### Targeted Resume:

Focuses on your experiences and skills that are relevant for a specific position

Use 0.5" (narrow) margins to maximize your use of space on the page

Use the same font style across the entire document. Bold headings and job titles so they stand out

*Hiring managers spend an average of 7 to 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  
Technical Skills  
Professional Development

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

## FORMAT

Keep your resume brief, generally one page

Be consistent with format, font, headings, and dates

Use bullets to be concise and organized when describing experiences

*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 a list of action words, visit the Career Services website!*

## DON'T FORGET

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

**PROOFREAD!**  
Do not rely on spell check

Have multiple people review your resume and read aloud

Print on quality paper. Career Services provides free resume paper!

Your header should be the same on your resume, cover letter, and 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 • Amherst, NY

## EDUCATION

### Bachelor of Arts in Political Science

#### Minors: History and Criminal Justice

Daemen University, Amherst, NY

GPA: 3.6/4.0, *Dean's List Recipient*

Expected: MONTH/YEAR

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

## RELEVANT EXPERIENCE

United States Courthouse, Buffalo, NY

### *Intern, Curator's Office*

- Attend legal briefings to record meeting notes and proceedings
- Provide guided courthouse tours to students, visitors and community
- Effectively communicate with curator staff, professionals and visitors

List experiences in reverse  
chronological order

MO/YR-Present

Daemen University Peer Disciplinary Review Board, Amherst, NY

### *Student Member*

- Reviewed student cases and suggest educational sanctions
- Collaborated with board members to determine residential standards

MO/YR-MO/YR

Use approximately 2-4 bullets to describe accomplishments and skills utilized

## HONORS

Academic Service Learning Award Recipient

Student Intern Award

Finish Line Employee of the Month

Add honors category if  
you have 2+ honors or  
awards

MO/YR

MO/YR

MO/YR

## COLLEGE INVOLVEMENT

Pre-Law Association, **Active Member**

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

MO/YR-Present

MO/YR-Present

## COMMUNITY INVOLVEMENT

International Institute, Buffalo, NY

### *English Second Language Assistant Teacher*

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

MO/YR

Ensure bullet  
statements are in the  
appropriate tense,  
present or past

## CERTIFICATION

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

Current

## WORK EXPERIENCE

Daemen University Research & Information Commons, Amherst, NY

### *Assistant Clerk*

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

MO/YR-Present

After your resume is  
reviewed, upload to  
Handshake

Finish Line, Elma, NY

Job Title = Bold and italicized

### *Customer Service Representative*

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

Seasonal, MO/YR-Present

Avoid statements  
overlapping dates