

# Resume 101 Guide

- **A resume is** a concise, organized summary of your skills, accomplishments, experiences, and education, which is designed to capture the interest of a potential employer.
- **A resume should be** tailored specifically for the kind of job/organization/career you are seeking. This means you may have to write more than one resume if applying for different types of jobs.
- **The purpose of a resume** is to secure an interview.
- In writing a resume, **“one size does not fit all.”** Don’t try to make your resume look like everyone else’s. For this reason, don’t use a resume template.
- There are many different ways of constructing an effective resume, depending on the type of skills, work experiences, accomplishments, activities, and so forth that you want to emphasize as being related to your career/job preferences.

**BEFORE YOU CAN WRITE AN EFFECTIVE RESUME**, you must first be able to identify your skills, abilities, and interests and be able to relate them to the job/industry/career field in which you are seeking employment.

If you are unsure about the types of jobs, industries, organizations, or careers you are targeting, make an appointment with the Career Center to help you in developing some focus. Employers cannot (and will not) decide what career is best for you; you must be able to communicate what skills and abilities you have that fit the specific job or jobs they are trying to fill.

## RESUME TIPS



### 1. Be sure your resume

**communicates your abilities**, as well as your personal qualities that pertain to the job. These abilities may have come from activities, education, volunteer work, or from work experience.

**2. Focus on the employer’s needs**, not on your own needs.

### 3. Be concise.

Keep it simple and to the point. An employer must be able to read over your resume quickly (30 – 60 seconds)!

### 4. Eliminate the first person pronoun “I” from your resume.

*For example*, “ I am seeking a position in human services...” should read “Seeking position in human services...”

**5. Quantify your experience** wherever possible. For example, “Supervised others” can be made more clear by stating “Supervised three cash register attendants”.

### 6. Be consistent.

The order of information, spacing, format, or highlighting should be consistent throughout your resume.

**7. Use action verbs** in describing your skills and experience.

*Instead of...*Responsible for assisting with preparation of sales tax reports each month  
*Write.....*Assisted in preparation of monthly sales tax reports

*Instead of...*Was in charge of organizing and taking care of spring rush activities  
*Write.....*Organized and directed spring rush activities for over 50 new sorority pledges

**8. Write a draft of your resume**, then refine and polish it. Writing an effective resume takes some time and effort.

**9. Check your grammar and spelling!** Have at least one other person proofread your resume before submitting it to an employer.

**10. Keep the resume to one page.** A resume should only be two pages if you have a great deal of related experience, activities, or training.

# Resume

## RESUME FORMATS

### CHRONOLOGICAL

- Use if your education and/or experience closely relates to your career goals
- Lists education and work experience in reverse chronological order (most recent information in each section first)
- Most commonly used resume format

### FUNCTIONAL

- Puts greater emphasis on SKILLS and less on work history or educational background
- Effective when work experience does not show a direct relationship to the career goal or when there are significant gaps in experience

### COMBINATION

- Typically shows a short skills summary, while retaining the reverse chronological order on education and experience sections

### INTERNATIONAL RESUMES

- Each country has its own rules and standards for writing resumes
- Please visit the Career Center Resource Library for print resources when writing your international resume

### CURRICULUM VITAE

- Required for teaching/research positions in higher education
- More detailed account of one's background, and is usually much longer than a resume

### SCANNABLE RESUMES

Many employers use electronic databases to store large numbers of resumes. Resumes are scanned into a database; the database can then be searched for applicants that meet specific job requirements. If asked for a "scannable resume," follow these tips:

- Use "keywords" or phrases applicable to the career field or related to the job sought.
- Use a standard font style sized between 10-14 points. Avoid ornate fonts where the characters touch.
- Use boldface for emphasis, not italics or underlining.
- Use asterisks (\*) instead of "bullets."
- Do not double space between sections.
- The resume should be an original, printed on white or light-colored paper. Do not fold or staple the resume.

For more information about scannable resumes, ask for the "Going Digital: Plain Text and Scannable Resumes" guide, available in the Career Center.

## Resume Do's & Don'ts



### DO

- Use conservative font styles (Times New Roman, Arial, Arial Narrow, or similar styles). Font size may range from 10-12.
- Set page margins between 0.5 and 1.0 inches (top, bottom, left and right).
- Print your resume using a laser printer; white or off-white bond paper is preferred. (Dark paper does not copy or fax well!)
- Keep your resume up to date, with correct addresses and phone numbers!
- ALWAYS include a cover letter when mailing your resume to an employer.

### DON'T

- Don't make handwritten corrections.
- Don't include: age, marital status, height/weight, birth date, or a photograph.
- Don't abbreviate (other than for the states - SC).
- Don't exaggerate or lie on your resume. It will catch up with you.

# What to Include

**Your full name** (in all capital letters and/or bold)  
**Complete address** (list permanent and present addresses if in college)  
**Home and/or mobile phone numbers**

**E-mail address** (Make sure your email address does not sound unprofessional.)

## OBJECTIVE

The career objective tells an employer how you fit in the organization. It forces you to focus on your job interest, and it unifies the rest of your resume. Three pieces of information make up the objective:

1. The level or type of position (Example: entry level, sales trainee, social worker)
2. Where the job is located in the organization or industry (Example: international news, marketing department)
3. Interests, knowledge, or skills you wish to share or hope to incorporate into your work

### Examples:

“To obtain an entry-level position in human resource management with particular interests in wage and salary administration”

“Programmer position requiring knowledge of Visual Basic, C++, and JavaScript”

“Professional position in higher education utilizing skills in administration, program development and counseling”

- Avoid double objectives: This can cause an employer to wonder if you really know what you want. Use two separate resumes if you have more than one career direction.
- Leave out phrases like “opportunity for advancement” or “challenging, rewarding position.” These objectives only tell the company what you expect **from them** (“What’s in it for me?”). Rather, tell the company what **you** are going to do **for them**.

## EDUCATION

This section may contain the following: **names and locations of schools** or programs; **graduation date** (or expected date); **degrees, certificates, or licenses**; **major**; **grade point average** IF 3.0 or above; **coursework** related to the job you want; **awards or scholarships**; and/or, **study abroad experiences**. These may also be separate sections in your resume.

## EXPERIENCE

Be sure that you cover full-time, part-time, internships, volunteer work, military service, and self-employment. However, it is not necessary to list every job you’ve ever had. If you have had a lot of work experience, limit the jobs you list to the three or four you consider the most important as learning experiences. Include your **job title**; **employer name** (company/organization); **City/State**; **dates of employment**; and **bulleted, active descriptions of your responsibilities and major accomplishments**.

## ACTIVITIES, HONORS AND/OR SKILLS

You may want to mention **interests and activities that abilities that demonstrate job-related skills** (leadership, organization, etc.); **special abilities**, such as knowledge of computers or a foreign language; and/or **honors or awards earned**. Do not include personal data, such as age and health status.

## REFERENCES

Indicate that references are available but do not list them on your resume (use the phrase “Available upon request”). Then list 3-5 references on a separate page that is the same type of paper as your resume.

# Action Verbs

Remember to use the correct verb tense

## Communication

Addressed  
Arbitrated  
Authored  
Corresponded  
Directed  
Drafted  
Edited  
Enlisted  
Expressed  
Formulated  
Influenced  
Interpreted  
Interviewed  
Lectured  
Mediated  
Moderated  
Negotiated  
Persuaded  
Presented  
Promoted  
Publicized

## Creative

Acted  
Arranged  
Conceptualized  
Created  
Designed  
Developed  
Directed  
Engineered  
Established  
Fashioned  
Founded  
Illustrated  
Integrated  
Introduced  
Invented  
Imagined  
Modernized  
Originated  
Performed  
Planned  
Publicized  
Revitalized

## Financial

Accounted  
Administered  
Allocated  
Analyzed  
Appraised  
Assessed  
Audited  
Balanced  
Budgeted  
Calculated  
Computed  
Developed  
Downsized  
Forecasted  
Generated  
Managed  
Marketed  
Planned  
Projected  
Researched  
Secured

## Helping

Advised  
Assisted  
Clarified  
Coached  
Counseled  
Developed Rapport  
Encouraged  
Educated  
Empathized  
Established Relationships  
Expedited  
Facilitated  
Familiarized  
Guided  
Mentored  
Referred  
Rehabilitated  
Represented  
Supported  
Supplied  
Rectified

## Technical

Assembled  
Calculated  
Catalogued  
Computed  
Designed  
Detected  
Devised  
Engineered  
Fabricated  
Integrated  
Maintained  
Operated  
Programmed  
Remodeled  
Revamped  
Solved  
Streamlined  
Trained  
Upgraded  
Translated

## Office Support

Allocated  
Approved  
Arranged  
Catalogued  
Classified  
Compiled  
Dispatched  
Executed  
Formulated  
Generated  
Implemented  
Inspected  
Monitored  
Operated  
Organized  
Prepared  
Processed  
Purchased  
Recorded  
Retrieved  
Scheduled  
Specified  
Systematized  
Tabulated  
Validated

## Research

Analyzed  
Assessed  
Collected  
Compared  
Critiqued  
Diagnosed  
Documented  
Dissected  
Evaluated  
Examined  
Extracted  
Hypothesized  
Identified  
Inspected  
Interpreted  
Interviewed  
Investigated  
Located  
Measured  
Observed  
Questioned  
Reviewed  
Screened  
Summarized  
Surveyed  
Synthesized  
Systematized

## Management

Administered  
Assigned  
Attained  
Authorized  
Chaired  
Contracted  
Consolidated  
Coordinated  
Delegated  
Developed  
Directed  
Evaluated  
Executed  
Improved  
Increased  
Instituted  
Lead  
Managed  
Met goals  
Organized  
Oversaw  
Planned  
Prioritized  
Produced  
Recommended  
Reviewed

## Teaching

Adapted  
Advised  
Clarified  
Coached  
Communicated  
Coordinated  
Demonstrated  
Developed  
Educated  
Enabled  
Encouraged  
Evaluated  
Explained  
Facilitated  
Guided  
Informed  
Initiated  
Instructed  
Motivated  
Persuaded  
Presented  
Set goals  
Stimulated

## Writing

Addressed  
Authored  
Composed  
Drafted  
Edited  
Formulated  
Indited  
Inscribed  
Printed  
Produced  
Publicized  
Recorded  
Reproduced  
Scribed  
Scripted  
Transcribed  
Wrote

# **Matthew Martinez**

66 George Street, Charleston, SC 29424  
843-953-5692 martinezm1@g.cofc.edu

## **EDUCATION**

**College of Charleston**, Charleston, SC  
Currently a freshman

**Goose Creek High School**, Goose Creek, SC  
HS Diploma, May 2010  
3.47 GPA  
Enrolled in honors and advanced placement courses

## **EMPLOYMENT**

### **College of Charleston Career Center**

*Career Center Assistant*, August 2011 – Present

- Provide information and assistance to students, alumni, and the public regarding Career Center services
- Assist with front office responsibilities and administrative duties
- Use Microsoft Word, PowerPoint and Excel to create documents and presentations

### **Berkeley County Parks & Recreation**

*Camp Counselor*, Summers 2008 – 2010

- Organized and supervised activities for children's day camp
- Provided safe and fun environment for kids ages 5-10

## **LEADERSHIP & VOLUNTEER EXPERIENCE**

### **Bonner Leaders Program**, College of Charleston, 2011

- Selected to serve in a four-year, service-learning based campus leadership program
- Work with local nonprofit to support the organizations mission and goals and help with volunteer recruitment and retention

## **ACTIVITIES**

*Member*, Students in Free Enterprise, College of Charleston, 2011

*Writer*, Goose Creek High School Yearbook, 2008-2010

# Eliza Irmen

111 Main Street, Irmo, SC 29115  
803.111.1111 irmenet@g.cofc.edu

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## OBJECTIVE

To obtain an internship in psychology, with particular interests in counseling children and adolescents

## EDUCATION

**Bachelor of Arts in Psychology** December 2014  
*Minor: Women's and Gender Studies*  
College of Charleston, Charleston, SC

GPA: 3.6  
*Relevant Coursework:* Introduction to Psychology, Psychology of Gender

HS Diploma May 2010  
Irmo High School, Irmo, SC  
GPA: 3.8

## WORK EXPERIENCE

**Office Assistant**, College of Charleston Bookstore August 2010 – Present  
- Perform office duties efficiently and effectively, communicate with student customers, and perform quarterly inventory

**Cashier**, Piggy Wiggly, Irmo, SC March 2008 – May 2010  
- Handled cash receipts and assisted customers in a professional manner

## SKILLS & CERTIFICATIONS

**Computer:** Proficient in Microsoft Office programs; knowledgeable in Photoshop

**Language:** Conversant in Spanish

**Certifications:** Red Cross First Aid and CPR, 2007 – Present

## ACTIVITIES & LEADERSHIP

**Member**, Psychology Club, College of Charleston 2010 – Present  
**Captain**, Debate Team, Columbia High School, Columbia, SC 2009-2010

## HONORS

Dean's List Spring 2011

# JORDAN E. ANDRESEN

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300 Jackson Street - Chicago, IL - (773) 555-5555 - andresenje@g.cofc.edu

**OBJECTIVE** To obtain an internship at the Charleston Post and Courier to learn more about the operations and management of a daily newspaper company

**EDUCATION** **College of Charleston**, Charleston, SC  
*Currently a sophomore*  
GPA: 3.0

## SKILLS

### **Journalism & Writing**

- Served as Editor of high school newspaper
- Created a blog and forum to help inspire young people to begin writing
- Wrote articles on a variety of special topics posted on a daily blog
- Researched and wrote a weekly article about an ongoing project to help make high school more environmentally friendly
- Displayed professional journalistic ethics at all times

### **Communications & Interpersonal Skills**

- Created a multimedia presentation using slides, music, and narration to brief newspaper reporters during orientation
- Spoke with potential newspaper advertisers and successfully met advertising goals for the year
- Consulted and worked closely with newspaper's faculty advisor
- Designed logo and branding for high school newspaper website

### **Leadership, Management & Organizational Skills**

- Supervised ten high school newspaper reporters and contributors
- Managed newspaper staff's daily activities
- Arranged client contracts for painting business
- Trained five new newspaper reporters and contributors

## RELEVANT ACTIVITIES

*Member*, Miscellany Literary Journal, College of Charleston, 2011-Present  
*Newspaper Editor*, Northside High School, Chicago, IL, 2009-2010  
*Creator*, Young People's Writing Forum Blog, 2009-Present

## WORK EXPERIENCE

*Waiter*, Gino's East, Chicago, IL, August 2009-July 2010  
*Landscaper*, Windy City Landscaping, Summers 2007-2010

## HONORS

*Outstanding Journalism Award*, Northside High School, 2010  
*Honor Roll*, Northside High School, 2007-2010

# VERONICA E. DAVENPORT

66 George Street, Charleston SC 29424

davenportve@g.cofc.edu

(843) 805-5507

## OBJECTIVE

To gain hands-on experience and understanding of industry practices through a Communications internship

## EDUCATION

College of Charleston, Charleston, SC

**Bachelor of Arts in Communication**, May 2015

*Concentration: Communication Studies*

Minor: Sociology

GPA: 3.6/4.0

*Relevant Coursework:*

- Interpersonal Communication, Sociology of the Family

## WORK EXPERIENCE

**Red Robin:** Charleston, SC

*Hostess*, November 2009 - July 2011

- Gained effective communication and interpersonal skills through efficient customer service
- Assisted in creating an updated menu for the restaurant

**Total Health Center:** Mount Pleasant, SC

*Receptionist*, Summers 2008 – 2010

- Greeted and assisted customers as they came and left the office
- Proofread dictations and insurance reports
- Re-structured and improved the office's filing, scanning, and faxing procedures

## SKILLS

- Proficient in Microsoft Office and Adobe Photoshop
- Certified in American Red Cross First Aid & CPR

## ACTIVITIES

- *Member*, Public Relations Student Society of America, College of Charleston, 2011 – Present
- *Member*, College of Charleston Sociology/Psychology Club, 2011 – Present



# E-mail Resume Tips



***E-mail makes it possible for you to respond instantly to an opportunity, but if not done correctly, your resume may be overlooked or deleted before it is read.***

Whenever possible, copy a **plain text (ASCII)** resume into the body of your e-mail message, rather than sending your resume as an attachment. Why?

- Attachments may contain viruses, particularly if they are in Microsoft Word.
- Firewalls may stop e-mail attachments from entering a company network.
- Recruiters may not take the time to open the attachment.

## CREATE AN ASCII / PLAIN TEXT RESUME AND COVER LETTER

A text (or ASCII) resume will be stripped of formatting features such as bold and italics, so it may not appear very attractive to you. However, it will be universally compatible with all systems. To convert your resume from MS Word to plain text:

- Open your resume document, go to Edit > Select All and change the font to Courier 12 point; go to File > Page Setup and change the left and right margins to 1.5 inches.
- Go to File > Save As > under "Save as Type," select "Plain Text."
- Select "yes" at the prompt that warns about features being compatible.
- Name and save this file, then reopen the file, which should now have a text (.txt) extension.
- Review and clean up your document:
  - Insert space where necessary
  - Change bullets to asterisks or dashes
  - Change or remove symbols that didn't convert properly
  - Left-justify all text
  - Take out tabs and centering
- *Save your work!*

## TEST THE FILE

Open your text resume, copy and paste it into your email message box and send it to yourself and a few friends to ensure that the text transfers properly.

## CREATE THE E-MAIL MESSAGE

Follow the employers' directions for applying to each position! Requirements and instructions will differ, based on the individual company's needs. If no specific instructions are given:

- Open your email program and set the message format to plain text, not HTML.
- Make the message Subject memorable! 'My resume' isn't going to grab the attention of busy person. Make the subject line relevant, and include your name, e.g. "Resume of Jane Smith – Copy Editor position."
- Now create a "cover letter" message just as you would in print, except leave off your mailing address, the date, and the recipient's mailing address. The message will begin with the salutation, e.g.: "Dear Mr. Jones:"
- Type your "signature" at the bottom of your "cover letter". *Avoid clever quotations/sayings in your email signature.*
- After your signature, add a couple of blank lines and the text notation.

=====Resume Text Below=====

- Add a couple more blank lines, then paste the text from your ASCII resume into the body of the email message.
  - Unless the employer has requested no attachments, attach your resume (in Word or PDF format). This will accommodate employers who prefer a traditional resume. It doesn't hurt to send your resume in both formats!

**Tip:** *When posting a resume to an online resume builder, use your ASCII resume, and cut and paste it to fill the online form.*

# Resume Planning Worksheet - Traditional Resume

Identifying information:

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first name, middle initial, last name

---

current address, telephone number, e-mail address

---

permanent address, telephone number, e-mail address

## OBJECTIVE

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*A (An) x position utilizing my x, y, and z skills OR A position in x that would benefit from my x and y experience*

## EDUCATION

---

college, city, state

---

degree, month, year to be received

---

major(s), minor(s), concentration(s)

---

grade point average (if above a 3.0)

---

related course work (maximum of 6 classes; only if applicable to objective)

## EXPERIENCE (volunteer or paid. List most recent experience first.)

---

title, name of organization, city, state, and dates of employment

---

leading with an action verb, describe what you did at the organization

---

describe another responsibility or duty

---

describe another responsibility or duty

---

describe another responsibility or duty

(over)

---

title, name of organization, city, state, and dates of employment

---

leading with an action verb, describe what you did at the organization

---

describe another responsibility or duty

---

describe another responsibility or duty

---

title, name of organization, city, state, and dates of employment

---

leading with an action verb, describe what you did at the organization

---

describe another responsibility or duty

---

describe another responsibility or duty

**SKILLS (specify computer languages or special skills, including working knowledge, proficiency, or fluency in languages other than English)**

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**ACTIVITIES (list leadership positions, memberships or affiliations)**

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name of organization, title or position (if applicable)

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name of organization, title or position (if applicable)

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name of organization, title or position (if applicable)

**HONORS AND AWARDS (if listing awards, tell the employer what the award was for)**

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name of honor or award, date received

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name of honor or award, date received

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name of honor or award, date received

**REFERENCES**      **Available upon request**