

# First Year Resume Writing (and CV building) Guide: 2019-2020

A well-crafted, targeted resume can give you an edge when applying for internships, jobs, research opportunities, and other activities. The tips provided in this guide are to make your document appealing and easily readable when printed or viewed/scanned digitally by recruiters or application software. This 1-page document can later be expanded into a longer CV once you have research, publications and/or presentations.

**CONSISTENT, PLEASANT FORMATTING:** Experts say that recruiters spend about 10 seconds scanning a resume before deciding whether to read it closely. For online applications, a computer scans and rates your resume. *Therefore, your resume needs 1-column formatting, white space, and compelling content.*

**We recommend that you use one of the Resume Templates for First Years** (see sample template at end of this guide; others are on our website). If you choose not to use a template, adhere to formatting guidelines below:

- **Margins:** .8" to 1"
- **Length:** Resumes - one page
- **Font:** All black, easy-to-read font like Calibri, Arial, Arial Narrow, or Georgia
- **Font Size:** 10-12 point for body; 14-18 point for your name (centered or left justified, NOT in header)
- **Bold:** Use sparingly and consistently to emphasize school/organization names
- **Italics:** Use sparingly and consistently to emphasize position titles and intended degree (if 90% sure)
- **Tables/columns/text boxes/headers/footers/underlining/graphics/symbols/colors:** Avoid all of these; they are either too informal or are unreadable by online application software
- **Bullets:** Use round or square solid, black bullets; begin with verb; avoid personal pronouns: "I", "we"; etc.

**PROFESSIONAL, ACCURATE CONTACT INFORMATION.** Use an appropriate email address (student or other) and phone number with a professional voicemail message. Make sure you check them regularly and answer the phone professionally. Addresses are not needed on a resume except for federal and some academic applications.

**MEANINGFUL SECTION TITLES:** Organize information into logical categories. Standard resume sections are: EDUCATION\*, EXPERIENCE, LEADERSHIP\*, CAMPUS & COMMUNITY INVOLVEMENT, and SKILLS. Employers no longer prefer an Objective on a resume; your cover letter states your internship/job objective. \*These sections are required for 1<sup>st</sup> Year Resume Assignment.

CVs: When you're a junior or senior seeking research positions or grad school, you may extend the document to 2 pages, *if you have significant Lab/Research Experience, Presentations or Publications.* Add these section titles.

**Education:** List Agnes Scott College first, then Global Journeys. You may include your high school if space allows.

- Under the college, list full name of your intended degree: *Bachelor of Arts/Science in Major* (if decided)
- GPA: Include if 3.0 or above
- Global Journeys: Include two 1-2 line bullets describing topics you're studying or studied, projects you complete(d), and what you will do/did on trip; use your post-trip reflection assignment for ideas

**Experience (in many forms):** Relevant experience comes from many situations including internships (both paid and unpaid) and part-time, summer, and work-study jobs. Review jobs/internship postings of interest. In your one-page resume, include recent experiences that best showcase how your strengths align with these positions' requirements.

**List positions you hold/held in reverse chronological order (by end date), beginning with the current or most recent. Use only 2-4 bullets per position to make it easy for the reader to scan the resume.**

- Start each bullet with an action verb (see attached list) and describe what you did/do, for whom and why, including the outcome. Do NOT begin bullets with "Responsible for" or "Duties included."

- Use present tense (Create, Aid, etc.) for current positions. Use past tense if you're no longer in the role.
- Do not use personal pronouns (I, my, our, etc.) Avoid informal language, slang and unfamiliar acronyms.
- Each bullet point must be clear, truthful and comprehensive. Provide impressive details as opposed to vague descriptions, however try to not to exceed 2 lines per bullet.
- Think of SAR: each bullet point should describe a specific **S**ituation, the **A**ction(s) you took, and the **R**esults you achieved. Examples:
  - Selected by faculty to assist in the lab for two hours each week, preparing petri dishes, counting colony formations, and recording information into a database for future use in research
  - Research and organize information on 100+ Metro Atlanta companies hiring plans and practices to create directory of entry level job opportunities for students
  - Oversaw team of six orientation leaders to create and execute schedule of student bonding activities for first year students, improving satisfaction ratings by 10% over previous year
- Under each position, list most impressive/relevant bullet first. Save "basic" tasks for last bullet or omit.

**Leadership and Academic Projects:** Employers routinely seek candidates with leadership experience. To showcase this on your resume:

- Describe long term, individual and group projects such as those you complete in LDR 101 and other courses. (Use the attached resume sample for ideas.)
- List the most impressive leadership positions you held (including high school) and describe your accomplishments in each role.

**Campus & Community Involvement:** Employers like to see students who have been regularly involved on and off-campus. *Rather than stating the purpose of the club, student government, or other group in the bullets, describe ways you specifically have positively impacted its success or your campus/local community.* Examples:

- Collaborate with the executive board to plan campus-wide educational events such as....
- Engage children from low income families for 2 hours each week in reading and math activities
- Train year round with 23 team members and compete in 7 games per month during fall season
- Research and write 2-3 world news articles per month to be published on *The Profile's* website
- Volunteer several times each semester to support local nonprofits by...

**Skills:** Only include hard, testable skills such as specific software, language or lab proficiencies.

**KEY, INDUSTRY-SPECIFIC WORDS:** Keywords are typically nouns used by application software to sort/score digital resumes. Recruiters, human resources staff and hiring managers also look for keywords as they scan resumes. Identify key words by reading postings of desired jobs/internship(s). Use them in your resume, where genuine.

**REFERENCES:** *Unless requested, do NOT include references or state "References Available Upon Request."*

- If asked to submit references, list names on a separate page with contact information and how they know you. Label the page with your name and contact info in case it becomes separated from your resume.
- Employers prefer references from supervisors, professors, or community leaders who can speak to your commitment, integrity, and ability. Choose references that will speak positively and ask their permission.

**PROFESSIONAL PRESENTATION: Spell check, grammar check, and PROOF. Have someone you trust proof.** To preserve formatting, save your resume as a PDF before sending. Don't send your resume in Word unless directed. If offering your resume in person, print or copy on ≥ 20 lb weight white or off-white paper.

**RESUME REVIEW: After proofing, to submit your resume for review, use your normal ASC login information to log into Handshake and upload your document:** <https://app.joinhandshake.com/login>. Note: reviews can take up to a week. *For questions, visit Career Development walk-in hours (2-4pm Wednesday & Thursdays in Buttrick G-26)*

## List of Action Verbs for Resumes & Professional Profiles

### Communication

Address	Consult	Document	Incorporate	Meet	Promote	Respond
Advertise	Contact	Draft	Influence	Motivate	Publicize	Solicit
Arrange	Convey	Edit	Inform	Negotiate	Publish	Specify
Ascertain	Convince	Educate	Interact	Network	Question	Speak
Author	Correspond	Enlist	Interpret	Observe	Recruit	Suggest
Brief	Define	Explain	Interview	Outline	Refer	Summarize
Collaborate	Describe	Express	Involve	Participate	Reinforce	Synthesize
Communicate	Develop	Follow-up	Lecture	Persuade	Report	Translate
Compose	Direct	Formulate	Market	Present	Resolve	Write

### Creative/Entrepreneurial

Act	Create	Drive	Illustrate	Model	Photograph	Review
Adapt	Customize	Entertain	Imagine	Modernize	Plan	Revise
Advertise	Design	Execute	Influence	Modify	Present	Revitalize
Broaden	Develop	Exhibit	Initiate	Motivate	Produce	Shape
Collaborate	Discover	Explore	Inspire	Originate	Recommend	Sketch
Combine	Display	Fashion	Institute	Outline	Redesign	Spark
Conceive	Draw	Forge	Invent	Perform	Reengineer	Spearhead
Conceptualize	Demonstrate	Formulate	Lead	Persuade	Reshape	Transform

### Financial

Account for	Audit	Control	Determine	Manage	Prepare	Reconcile
Administer	Balance	Correct	Estimate	Measure	Procure	Reduce
Allocate	Budget	Create	Finance	Model	Project	Research
Analyze	Calculate	Cross-	Forecast	Monitor	Purchase	Streamline
Align	Computer	reference	Increase	Plan	Quantify	Transfer

### Helping

Advise	Assess	Counsel	Enlist	Guide	Prescribe	Represent
Advocate	Assist	Diagnose	Ensure	Inspire	Protect	Serve
Aid	Coach	Educate	Evaluate	Moderate	Prevent	Simplify
Answer	Collaborate	Enable	Facilitate	Observe	Refer	Support
Arrange	Contribute	Encourage	Foster	Predict	Rehabilitate	Volunteer

## Research

Accumulate	Clarify	Design	Evaluate	Hypothesize	Locate	Study
Acquire	Collect	Detect	Examine	Identify	Modify	Summarize
Amplify	Compare	Determine	Experiment	Inspect	Organize	Survey
Analyze	Conduct	Discover	Extract	Interpret	Process	Test
Calculate	Critique	Disprove	Formulate	Interview	Review	Troubleshoot
Chart	Diagnose	Dissect	Gather	Investigate	Research	

## Leadership/Management

Accomplish	Conduct	Devote	Formulate	Leverage	Preside	Revitalize
Administer	Consolidate	Direct	Generate	Manage	Prioritize	Reward
Adjust	Consult	Dispense	Handle	Maintain	Produce	Save
Analyze	Contact	Eliminate	Implement	Merge	Propose	Schedule
Appoint	Coordinate	Employ	Improve	Motivate	Realize	Streamline
Approve	Decide	Emphasize	Incorporate	Optimize	Recommend	Strengthen
Assign	Decrease	Enforce	Increase	Orchestrate	Recruit	Supervise
Assume	Delegate	Enhance	Initiate	Organize	Regulate	Terminate
Chair	Design	Establish	Inspire	Overhaul	Reorganize	Unite
Choose	Determine	Evaluate	Institute	Oversee	Replace	
Conceptualize	Develop	Execute	Lead	Plan	Review	

## Teaching

Accept	Clarify	Designate	Facilitate	Initiate	Persuade	Solicit
Adapt	Coach	Develop	Focus	Inquire	Postulate	State
Advise	Command	Direct	Generate	Instill	Praise	Stimulate
Analyze	Communicate	Educate	Guide	Instruct	Provoke	Structure
Apply	Compliment	Elaborate	Head	Interact	Question	Synthesize
Appraise	Conduct	Elicit	Hypothesize	Integrate	Reinforce	Teach
Appreciate	Cooperate	Emphasize	Identify	Investigate	Rephrase	Thank
Assess	Coordinate	Enable	Implement	Listen	Research	Theorize
Assign	Correct	Encourage	Incorporate	Model	Reward	Train
Attend	Critique	Evaluate	Indicate	Motivate	Set Goals	Tutor
Challenge	Define	Explain	Individualize	Observe	Set Standards	
Choose	Demonstrate	Explore	Inform	Organize	Simplify	

# SCOTTIE NAME

emailaddress@agnesscott.edu / 770-298-2000

## EDUCATION

### Agnes Scott College

Decatur, GA

Bachelor of Arts (or Science) in (insert intended major or delete "in" and write undecided)

Expected May 2023

GPA: (include if 3.0 or higher; otherwise delete this line)

Honors: List honors received at ASC and academic scholarships received upon admission

### Global Journeys, Agnes Scott College

City or Cities, Country

Course Name (intercultural course with 1-week immersive travel)

Month-Month year

- Start with an action verb and describe the course topics and projects
- Describe cultural immersion experience starting with action verb; note it was a one-week, faculty-led trip
- Example: Examine historical and economic implications of coffee planting in Peru through literature, digital media, and research; Explore cultural sites and engage with residents at farms and cooperatives

### Name of High School

City, State of High School

Honors: List honors received separated by commas

Month and year of graduation

## LEADERSHIP AND ACADEMIC PROJECTS

### Interdisciplinary Leadership Course, Agnes Scott College

Decatur, GA

LDR 101 Course Name

August-December 2019

- Begin each bullet with an action verb. Describe an individual project. Example: Researched, created, illustrated and digitized 8-page rhetorical analysis of world leader's work
- Describe YOUR role in a group project starting with an action verb. Example: Collaborated with team of three to \_\_\_\_\_, contributing \_\_\_\_\_ to the group's success

## WORK EXPERIENCE

(list items from most to least recent, by end date)

### Company/Organization Name (or work-study office/department)

City, State

Position

Month-Month year/present

- Begin with verb and describe experience using SAR - situation, action, result (use present tense if current)

### Company/Organization Name

City, State

Position

Month year-Month year

- Begin with verb and describe experience using SAR - situation, action, result (use past tense if complete)

## CAMPUS AND COMMUNITY INVOLVEMENT (list items from most to least recent, by end date)

### Name of Group (include a comma and the college or high school name after it)

City, State

Position

Month-Month year/present

- Begin with verb and describe experience using SAR - situation, action, result (use present tense if current)

### Nonprofit Organization

City, State

Volunteer Position

Month-Month year

- Begin with a verb and describe experience using SAR - situation, action, result (use past tense if complete)

## SKILLS (include the hard skills you possess below; remove any lines not needed)

- Lab Skills: insert skills separated by comma(s) (OMIT if not pursuing STEM major)
- Digital Skills: insert software skills separated by comma(s); be sure to check exact name and capitalization
- Language Skills: insert proficiency and language ... for example: bi-lingual proficiency in English and French