

**Resume Guide**

**How to Get Started:**

1. **Brainstorm**: List all the experiences and positions you have had from high school to the present that show what you can do. These might be paid or unpaid and could include:
* Paid jobs
* Internships
* Volunteer positions/community service
* Club or team leadership
* Honors or awards (based on ability, not financial need)
* Special academic projects
* Hobbies with a tangible result (e.g., videos, art, coding, performance, publication, etc.)
1. **Choose**: Now consider which ones you want to showcase on your resume. This falls into two categories:
* **Relevant to the job:** Positions that show specific skills, responsibilities, and areas of knowledge that are relevant to the job(s) you are applying for.
* **Also noteworthy:** Other positions that show general leadership, organizational skills, dedication, creativity, etc. that any employer might value.
1. **Arrange**: Put these positions into the TEMPLATE on the next page under the appropriate category. Turn your tasks, responsibilities and accomplishments into bullets.
* Note: You can add or delete entries to any section to adapt to your specific needs.
1. **Describe**: For each one, include the following:
* Position name
* Organization or business name (could be your school)
* Start and end dates
* Your most important tasks or responsibilities
* Any special accomplishments (problems solved, promoted, invited to return, etc.)
1. **Proofread**: Consult the CHECKLIST at the end of this document to proofread your document.

**How to Use the Resume Template**

The template on the next page is designed to make formatting your resume easy. To use, cut and paste the template into a new Word doc. The template is set to 0.7 inch margins but can be adjusted.

The template is just a starting place. Move pieces around, add or delete as needed. For questions please email careerlab@clarku.edu.

Other Resources on Our [Website](https://www.clarku.edu/offices/career-connections-center/get-ready/how-to-guides/):

* **Action Verb List** – Lists of verbs to consider for your resume bullets
* **Cover Letter Guide** – Tips and samples to write a great cover letter

**Your Full Name**

 City, State • (555) 123-1234 • yourname@clarku.edu • LinkedIn URL (optional)

**EDUCATION**

**Clark University**, Worcester, MA **Expected: 20xx**

Bachelor of Arts in xxxxxxx (optional if you are undeclared)

GPA here (optional)

**Name of High School**, Town, State **Received: 20xx**

List your magnet program, GPA, and/or special awards here (optional)

**RELEVANT EXPERIENCE**

**Position Title Month 20xx - Month 20xx**

Organization, City, State

* Describe an important task or project. Always start with an action verb and use numbers to describe the volume of your work or the impact of your efforts (See FAQ’s for examples)
* List more important tasks OR tell about a significant achievement here

**Position Title Month 20xx - Month 20xx**

Organization, City, State

* Describe an important task or project. Always start with an action verb and use numbers to describe the volume of your work or the impact of your efforts (See FAQ’s for examples)
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**Position Title Month 20xx - Month 20xx**

Organization, City, State

* Describe an important task or project. Always start with an action verb and use numbers to describe the volume of your work or the impact of your efforts (See FAQ’s for examples)
* List more important tasks OR tell about a significant achievement here

**ADDITIONAL EXPERIENCE**

**Position Title Month 20xx - Month 20xx**

Organization, City, State

* Describe an important task or project. Always start with an action verb and use numbers to describe the volume of your work or the impact of your efforts (See FAQ’s for examples)
* List more important tasks OR tell about a significant achievement here.

**Position Title Month 20xx - Month 20xx**

Organization, City, State

* Describe an important task or project. Always start with an action verb and use numbers to describe the volume of your work or the impact of your efforts (See FAQ’s for examples)
* List more important tasks OR tell about a significant achievement here

**SKILLS**

 **Computer**: List the software, social media, computer languages, and/or operating systems that you use well

**Languages**: List languages as one of the following: bilingual, fluent, advanced, conversational, basic

**Certifications**: List any current certifications (for example CPR, First Aid, etc.)

**RESUME CHECKLIST**

PLEASE EDIT CAREFULLY FOR THE FOLLOWING:

**Education Section:**

* **Top of page**: Typically, list first if you are currently in school or a recent grad.
* **Most recent first**: Degrees are listed beginning with most recent. You can include Clark University with an expected graduation date. If you have an Associate’s Degree, list under Clark.
* **Clear degree names (if known)** **and graduation dates**. Can be expected grad date for Clark.
* **High school:** Okay to keep on resume through your sophomore year of college.
* **Study abroad or gap year program**: Included and formatted if you have them.
* **Relevant coursework:** Optional. If appropriate, list titles that help qualify you for the job.

**“Relevant Experience” Section:**

* **Include** any positions, paid or unpaid, that are relevant for the job to which you are applying:
	+ - Paid Jobs
		- Internships
		- Volunteer positions/projects
		- Leadership positions in clubs or teams
* **What to include for each position**: Include name of your job or position, organization/business name, begin/end dates, location (city and state in the U.S.; state and country if outside the U.S.). See template for sample formatting.
* **Most recent first**: within each section, positions are listed in reverse chronological order (most recent first)

**How to Write Professional Bullets**

* **Lead with action verbs**: Start each bullet with a strong, descriptive verb; see [Action Verb List](http://www2.clarku.edu/offices/career/tutorials/marketing.cfm) for suggestions.
* **Avoid “helped,” or “assisted.”** Instead, describe *your* specific role.
* **Avoid “responsible for” or “duties included.”** Instead, create a list of action verbs: “answered phones, greeted customers, and researched customer questions.”
* **Write in the first person** but drop the “I” or “we” (start with the verb).
* **Correct verb tense**: Verbs are in past tense unless the job is current.
* **Use numbers whenever possible**: How many events coordinated, dollars raised, volunteer hours logged, homeless fed, children supervised, etc.? Quantify accomplishments or responsibilities whenever possible.
* **Appropriate number of bullets**: Use 2-4 bullets for each position. Okay to combine similar tasks into one bullet as a list.

**“Additional Experience” Section:**

* **What to include**: Other jobs, leadership, volunteerism, or extracurricular involvement that you are proud of but which is less relevant to the position.
* **Format consistently**: Format similar to your Relevant Experience section.
* **Rename this section as needed**: Okay to change the title of this section to reflect the content; may be called “Additional Work Experience,” “Leadership and Volunteerism,” etc.

**Skills Section:**

* **Focus on hard skills:** Include any computer, language skills and certifications; omit “soft skills” e.g. communication, teamwork. These should be evident in the verbs you choose for your experience sections instead.

**Layout/Formatting Tips:**

* **Margins**: Between .5 inches and 1.0 inches
* **Font size**: Is the font easily read – between size 10.5 and 12?
* **Font style**: Clean and professional. Good options include Arial, Calibri, Cambria, Century Gothic, Times New Roman, Tahoma, and Veranda.
* **One page**: Have you edited font size, margins, and content to fit on one page?
* **Order**: Are experiences *within each section* listed in reverse chronological order?
* **Consistency**: Do you use consistent formatting, spacing, and font throughout?
* **Error free:** Have you had someone proofread for typos?
* **Skim test:** Is it clutter-free and easy to skim?

**Overall Content Tips:**

* **Honest**: All information in the resume is accurate and honest. While you can leave out irrelevant information, do not *include* dishonest information.
* **Avoid demographic information or photos:** Avoid specific mention of your age, race/ethnicity, nationality, sex/gender, number of children, and health. Also leave out photos of yourself (unless creating an acting resume).
* **About address:** It is fine to include your complete mailing address, however, the most current practice is to only use city and state to protect your privacy.

**How to Send Your Resume**

* **PDF before emailing**: Generally, save your resume as a PDF before sending so the formatting doesn’t change when opened.
* **Name your PDF**: Use your full name, “resume” and (optional) the position you are using it for in the title, e.g. “YourName.pdf” or YourNameResumeClarkLibrary.pdf.”
* **Save all versions**: If you alter your resume for specific applications (for example to move different jobs into the “Relevant Experience” section), save each version you send; if contacted for an interview, you will know which version the employer is reading.