

Résumé Writing Basics

PURPOSE	The main objective of the résumé is to get an INTERVIEW. A résumé does not get you a JOB.
BE BRIEF	Demonstrate your ability to summarize and consolidate information. Use short words and sentence fragments NOT complete sentences. A one-page résumé is the ideal.
BE SPECIFIC	Use concrete examples of achievements instead of listing job descriptions. Use active verbs (initiated, organized, managed, directed)—past tense if you are no longer in that job; present if you are. Stress the value delivered. Qualify and quantify your information (supervised 10 crew members) and mention ways that you made a difference. Don't just list duties.
BE ACTIVE	Use strong active words that create a positive image. Carefully choose your verbs, adjectives and adverbs. A résumé is YOUR marketing tool: be yourself!
BE HONEST	Don't lie! It will come back to haunt you.

Things to Avoid

- ▶ Information such as height, weight, age, race, religious affiliation, health, family size, or marital status should not be included.
- ▶ Do not include references on your résumé.
- ▶ Do not staple.

Key Concept to Résumés

No one résumé will please every employer. Learning about the industry will aid you in determining how to focus your résumé. If in doubt about the industry “standard,” seek professional advice from someone working in your desired career field. They got there and so can you!

Sample Résumé Layout

Objective:	This is optional; include only if you can be CLEAR and SPECIFIC. Make sure you target it to each job you apply for.
Example:	Seeking a summer internship in advertising utilizing strong computer and project management skills.
Education:	Include: degree, major, name of college, city, state, and date of graduation. <i>Only include your GPA if it is 3.0 or above.</i>
Example:	MARIETTA COLLEGE, Marietta, OH Bachelor of Arts in Psychology, to be awarded May 2008 Minor: Leadership Studies GPA: 3.3/4.0
Relevant Coursework:	list 4 to 6 courses (use course name not course number) that may be related to the position you're seeking.
Experience:	Include all relevant full-time and part-time positions, internships, summer jobs, community service, campus leadership experience, and research projects. This information can be organized by category or whether it's related to your current goal. In most situations it is best to present in reverse chronological order.
Skills:	Include computer skills, special skills, and language skills, if applicable.
Sports, Interests, Activities, etc.:	Make sure you list dates and leadership titles/awards.

Résumé Checklist

- ▶ Is your résumé limited to no more than two font styles, preferably one?
- ▶ Are the margins between ½ and 1-inch wide?
- ▶ Is your résumé professional, neat, and easy to read?
- ▶ Is it free of typing, spelling, and grammatical errors?
- ▶ Is your résumé free of unnecessary words such as “responsible for”, “duties included?”
- ▶ Does your résumé use the “I” pronoun? It shouldn't!
- ▶ Does your résumé highlight the most important information you need to stress?
- ▶ Does your résumé emphasize the positive and support your goal?
- ▶ Does your résumé match the skills and requirements of the position you are applying to?
- ▶ Have you used strong action verbs and quantitative measure to emphasize your accomplishments?
- ▶ Do you see a lot of repetition in types of experiences, duties, words described? You shouldn't!
- ▶ Is your résumé accurate and honest?
- ▶ Has your résumé been critiqued by someone in the field and/or someone in the Career Center?
- ▶ Are you prepared to discuss all the information presented on your résumé with an employer?
- ▶ Is your résumé printed on professional quality paper with no staples or folds?

Carin Campbell

ccc@marietta.edu

Current Address (until May)

Marietta College, Box #100454, 215 Fifth St
Marietta, OH 45750

Permanent Address

120 Carter St.
Detroit, MI 43015

Education: Marietta College, OH
Major: Political Science, Minor: Psychology

Bachelor of Arts, May 2008
GPA: 3.611/4.0 scale

International

Experience: **Service in Schools**, Service Trip with Marietta College to Accra, Ghana, May 2008
• Supply computers to promote technology and educate the school on software programs

Family Stay, Imersion Experience with High School, Toulouse, France, 2002
• Enhanced language skills and learned about the French culture

Career-related

Experience: **Intern**, President Campaign, Manchester, N.H., Dec. 2007 - Jan. 2008
• Organized and entered field data and out-of-state volunteer data
• Participated in field work, such as canvassing and phone banking

Other

Experience: **Resident Assistant**, McCoy Hall, Marietta College, Marietta, Ohio, Aug. 2006 - Present
• Ensure residents' safety by enforcing campus policies
• Build community through the use of programming

Circulation Assistant, Library, Marietta College, Marietta, Ohio, Aug. 2005 - Present
• Assist patrons with acquiring library materials

Dietary Server, Willow Ridge Nursing Home, Detroit, Mich., Feb. 2002 - Present
• Aid residents with their meal orders and dietary needs

Academic

Honors: **Dean's High Honors List**, Marietta College, Fall 2005 - Present
• Student must be enrolled in 15 credit hours and maintain a GPA of 3.5 or higher on a 4.0 scale

Psi Chi Member, National Honor Society of Psychology, Fall 2007 - Present
• Members must be in the top 35 percent of their class with an overall GPA of 3.0 on a 4.0 scale in all psychology courses

Pi Sigma Alpha, National Honor Society of Political Science, Spring 2008
• Members must have an overall GPA of 3.1 on a 4.0 scale in all political science courses

Computer

Skills: Windows XP, MS Office (Word, Excel and PowerPoint), Adobe Photoshop, SPSS

Interests: Psychology Club (2005 - Present); Recycling Club (2007 - Present); McCoy Hall Council (2006 -Present); Rainbow Alliance (2008); Women's Tennis Team (2006 - 2008)

Joe Burdine
(417) 425-2198
jjb002@marietta.edu

Present Address

Marietta College, 215 Fifth St. #907
Marietta, OH 45750

Permanent Address

332 Smith St.
Bexley, OH 47500

Objective:

Seeking a position in marketing utilizing strong program management and organizational skills.

Education:

Marietta College, Marietta, Ohio
Bachelor of Arts Major: Marketing Minor: Sports Management
Intended graduation: May 2008

Related Experience:

Fall 2007 *Marietta College* *Marietta, Ohio*

Capstone Internship

- Worked with local funeral home to develop a marketing plan to increase pre-planning sales and visibility of gift shop.

Winter 2007 - 2008 *Prime Supply Group* *Bexley, Ohio*

Marketing Internship

- Developed video presentations of poultry processing machines to be shown at trade shows. (International Poultry Expo).
- Created PowerPoint presentations to show to prospective clients of Prime Equipment Group machines and third party companies represented by Prime.
- Devised content for CD's containing literature and videos to be handed out to potential clients.
- Wrote an introductory presentation about Prime Equipment Group to orient new employees.

Additional Experience:

Summer 2004 to Present *Smith & Smith* *Bexley, Ohio*

General Labor

- Provide landscaping and general maintenance of a medium size manufacturing facility.

Shipping and Receiving

- Process sales orders and ship spare parts orders to customers.

Inventory

- Cycle counted inventory for adjustments and adjusted inventory in computer.

Computer Software Experience:

Peachtree Accounting Software
Global Shop (Material Requirement Planning)
UPS GroundShip
Microsoft Movie Maker
Video editing and compilation

Anthony Brickman

23 Winding Way, Dayton, OH 45401, (937) 222-5656, anthonybrickman@yahoo.com

OBJECTIVE

Seeking a full-time position in the field of petroleum geology.

EDUCATION

Bachelor of Science, Marietta College, Marietta, OH

GPA 2.62/4.00 Dec. 2007

Major: Geology

Minor: Petroleum Engineering

WORK RELATED EXPERIENCE

Linn Energy

Pittsburgh, PA

Summer 2007

• **Production Geologist**

- ▶ Correlated logs for tops of formations so that proven undeveloped locations could be analyzed
- ▶ Contoured formation tops onto the desired mapping surface using Sufer
- ▶ Created Proven Undeveloped Location spreadsheet that consisted well information and projected depth of each formation for each well
- ▶ Characterized a reservoir by calculating $\Phi \cdot H$

Triad Resources

Marietta, OH

Winter 2007

- Observed hydraulic fracture and wire line logging operations
- Roustabout on drilling rig

Equitable Resources

Pittsburgh, PA

Summer 2006

• **Junior Geologist**

- ▶ Created contour and isopac maps using Geographics
- ▶ Correlated logs for tops of formations on newly drilled wells
- ▶ Assisted with perforation intervals
- ▶ Picked fracturing types for the desired formation
- ▶ Correlated logs for faults and created faulting plane map

Arvilla Pipeline and Oil Field

St. Marys, WV

Summer 2005

- Worked as a service rig hand
 - ▶ Gained experiences in swabbing and running rods and tubing
- Reclaimed locations
 - ▶ Assisted in setting production equipment, heater tanks, pumping units, and tanks
- Assisted crew in laying production gas line

SCHOOL/VOLUNTEER ACTIVITIES

- Society of Petroleum Engineers (SPE), member since 2004
- More than 30 hours of Community Service (Habitat for Humanity, American Red Cross)

HONORS/ AWARDS

- Received Departmental Honors, Marietta College *Spring 2006*
- Awarded Presidential Scholarship, Marietta College *Fall 2003*

OBJECTIVE: Seeking a full time sports marketing/management position.

QUALIFICATIONS

Dec 2007- present Marietta College Sports Information Director Marietta, Ohio

Sports Information/Media Guide Developer

- Responsible for assisting the sports information director in coordinating sports information for intercollegiate games
- Develop press releases and story ideas on student athletes
- Attend sporting events to assist media coverage
- Create game programs
- Responsible for the production of the 2008 Softball Media Guide
- Update all records as well as developed content for 2008 preview, 2007 review, coaching biographies and player profiles

May 2007-Aug 2007 Akron Aeros Professional Baseball Akron, Ohio

Marketing Intern

- Produced flyers and brochures to assist the Group Sales Department
- Assisted in the promotion of game day marketing and sponsored giveaways, in game and during exit distributions
- Prepared staff for upcoming homestand and or single game
- Observed team marketing and homestand meetings
- Met with key investors and sponsors in the 2007 season
- Produced, created, and marketed several game-day events
- Assisted with the assembly of tax audit sheets and booklets

Jan 2007-April 2007 Marietta College Baseball Day Marietta, Ohio

Public Relations Partner

- Contacted key newspaper and news stations for promotional purposes
- Coordinated local media interview requests
- Assisted in the body copy/headline of event
- Set up past player list for sponsorship contacts
- Developed and implemented design principles for promotional material

Aug 2006 - Dec 2006 WCMO News Station (College) Marietta, Ohio

WCMO Staff Writer

- Produced sports news stories for on-air productions

Rob Turnlee

606 Tenth Street
Marietta, Ohio 45750
(740) 391-1974
rob_turnlee@hotmail.com

EDUCATION

Marietta College

Bachelor of Arts, May 2009

Advertising and Public Relations

GPA- 3.45

RELATED SKILLS

- QuarkXpress
- Adobe Photoshop
- Dream Weaver
- InDesign
- Excel
- PowerPoint
- Publisher

EXTRACURRICULAR

- Habitat for Humanity
- Unicef
- MC Softball Clinics
- MC Softball
 - Player 2005- present
- Pre-law Society
 - Member 2004-present

RELATED COURSEWORK

- Marketing: Consumer Behavior
- Sports Law
- Business Law
- Ad Copy and Layout
- Ad Campaigns

Action Verbs

A

Accelerated
Accentuated
Accomplished
Achieved
Acquired
Activated
Adapted
Addressed
Adjusted
Adhered to
Administered
Adopted
Advanced
Advised
Allocated
Analyzed
Annotated
Anticipated
Applied
Appraised
Approved
Arranged
Articulated
Assembled
Assessed
Assigned
Assumed
Attained
Audited
Augmented
Authored
Authorized
Averted
Avoided

B

Balanced
Briefed
Broadened
Budgeted
Built

C

Calculated
Carried out
Catalogued
Categorized
Caused
Centralized
Chaired
Changed
Channeled
Chartered
Checked
Clarified
Coached
Coded
Collaborated
Collated
Collected
Combined
Commanded
Commissioned
Committed
Communicated
Compared
Completed
Compiled
Composed
Conceived
Concluded
Condensed
Conducted
Confronted
Consolidated
Constructed
Consulted
Continued
Contracted
Contributed
Controlled
Converted
Conveyed
Convened
Cooperated

Coordinated
Corrected
Corresponded
Counseled
Created
Critiqued
Cultivated

D

Decided
Decreased
Defined
Delegated
Delivered
Demonstrated
Derived
Designated
Designed
Detected
Determined
Developed
Devised
Diagnosed
Directed
Dispensed
Displayed
Distributed
Drafted
Dramatized

E

Earned
Edited
Educated
Effected
Elicited
Emphasized
Employed
Empowered
Encouraged
Endured
Enforced

Engineered
Enlisted
Entertained
Evaluated
Established
Estimated
Examined
Exchanged
Executed
Exercised
Exhibited
Expanded
Expedited
Experienced
Explained
Explored

F

Facilitated
Featured
Figured
Financed
Focused
Forecasted
Formed
Formulated
Fostered
Functioned

G

Generated
Governed
Grouped
Guided

H

Handled
Helped
Headed
Hired

I

Identified
Illustrated
Implemented
Imposed
Improved
Increased
Indicated
Influenced
Informed
Initiated
Inquired
Inspected
Inspired
Installed
Instigated
Instilled
Instituted
Instructed
Insured
Interpreted
Intervened
Interviewed
Investigated

J

Judged

L

Launched
Lectured
Led
Licensed
Listened
Lightened
Liquidated
Located

M

Made
Maintained

Managed
Mapped
Marketed
Mastered
Measured
Mediated
Merited
Minimized
Mobilized
Modeled
Modified
Molded
Monitored
Motivated

N
Named
Negotiated

O
Observed
Obtained
Operated
Ordered
Organized
Originated
Outlined
Oversaw

P
Participated
Perceived
Performed
Persisted
Persuaded
Pinpointed
Pioneered
Planned
Pooled
Practiced
Predicted
Prepared

Prescribed
Presented
Presided
Printed
Processed
Procured
Produced
Progressed
Projected
Programmed
Promoted
Proposed
Protected
Proved
Provided
Publicized
Pursued

Q
Questioned

R
Raised
Rated
Recommended
Recorded
Recruited
Redesigned
Reduced
Regulated
Reinforced
Rendered
Reorganized
Repaired
Reported
Represented
Reproduced
Researched
Reshaped
Resolved
Responded
Restored

Retained
Revamped
Revealed
Revised
Reviewed
Revived
Rewrote
Routed

S
Saved
Scheduled
Searched
Secured
Selected
Served
Serviced
Shaped
Showed
Simplified
Simulated
Sold
Solicited
Solidified
Solved
Sought
Specialized
Specified
Spoke
Staged
Standardized
Stimulated
Streamlined
Strengthened
Stretched
Stressed
Structured
Studied
Succeeded
Suggested
Summarized
Supervised
Supported

Surveyed
Synchronized
Synthesized
Systematized

T
Targeted
Taught
Tested
Tightened
Traded
Transacted
Transformed
Translated
Trimmed
Tripled
Tutored

U
Uncovered
Undertook
Updated
Unified
United
Used
Utilized

V
Ventured
Verified
Vitalized
Visualized

W
Widened
Withstood
Won
Worked
Wrote

Cover Letter Key Ingredients

Your cover letter should be typed and printed on the highest quality paper, if it is accompanying a résumé, the stationery should match. Certain basic guidelines should be followed when composing the actual contents of your letter.

1. RETURN ADDRESS

Use the business/block style format. As a general rule, you should avoid abbreviations in the addresses of your cover letters, although abbreviating the state is increasingly common in all business correspondence.

2. THE DATE

The date should appear two lines beneath your return address on the right side of the page. Write out the date; do not use the abbreviated format.

Example: May 12, 1996

3. THE ADDRESSEE

Always try to find out the name and the proper title of the addressee before you send out a cover letter. Two lines beneath the date, list the full name of the addressee with the proper accurate salutation (e.g. Dr., Mr., Mrs., Ms.). On the next line, list the individual's formal business title; on the subsequent line, list the name of the company. This is followed by the company's address, which generally takes two lines. Occasionally, the individual's full title or the company name and address will be very long, and can appear awkward on the usual number of lines allocated. In this case, you may prefer to use an extra line.

4. THE SALUTATION

The salutation should be typed two lines beneath the company's address. It should begin with "Dear Mr." or "Dear Ms." and followed by the individual's name and a colon. Even if you have previously spoken with an addressee who has asked to be called by his or her first name, you should never use a first name in a salutation.

In some cases, such as when you are responding to "blind" advertisements, it may be necessary to adopt a general salutation. In such a circumstance, salutations such as "Dear Hiring Manager" or "Good Morning" may be stronger than "Dear Sir of Madam" or "To whom it may concern." In any case, avoid potentially offensive salutations like "Dear Gentlemen," or "Dear Sirs."

5. FIRST PARAGRAPH

State immediately and concisely which position you wish to be considered for and what makes you the best candidate for the position. If you are responding to a classified ad, be sure to reference the name of the publication and the date the ad appeared. Keep the first paragraph short and hard-hitting.

Example: Having majored in mathematics at Boston University, where I also worked as a Research Assistant, I am confident that I would make a very successful Research Trainee in your economics department.

Cover Letter Key Ingredients

6. SECOND PARAGRAPH

Detail what you could contribute to this company and show how your qualifications will benefit this firm. If you're responding to a classified ad, specifically discuss how your skills relate to the job's requirements. Remember, keep it brief!

Example: In addition to my strong background in mathematics, I also offer significant business experience, having worked in a data processing firm, a bookstore, and a call center.

7. THIRD PARAGRAPH

Describe your interest in the corporation. Subtly emphasize your knowledge about this firm (the result of your research effort) and your familiarity with the industry. You should present yourself as eager to work for any company where you apply for a position.

Example: I am attracted to City Bank by your recent rapid growth and the superior reputation of your economic research department. After studying different commercial banks, I concluded that City Bank will be in a strong competitive position to benefit from upcoming changes in the industry, such as the phasing out of Regulation Q.

8. FINAL PARAGRAPH

In the closing paragraph, specifically request an interview. Include your phone number and the hours you can be reached, or mention that you will follow up with a phone call within several days to arrange an interview at a mutually convenient time.

Example: I would like to interview with you at your earliest convenience. I can be reached at (617) 555-5555.

9. THE CLOSING

The closing should be two lines beneath the body of the letter and should be left justified. Keep the closing simple—"Sincerely" suffices. Four lines underneath this, type in your full name as it appears on your résumé. Sign above your typed name in the black ink. Don't forget to sign the letter! As silly as it sounds, people often forget this seemingly obvious detail. An oversight such as this suggests that you don't take care with your work.

10. THE ENCLOSURE LINE

If you are enclosing a résumé or other materials with your letter, include an enclosure line, left justified at the bottom of the letter.

Example: Enclosure

Sample Cover Letter

(Printed on paper matching your résumé)

21 Jump Street
Laguna Beach, CA 92651
(714) 555-0987

March 27, 2008

Mr. Marv Patterson
Section Manager
Hewlett-Packard Co.
16399 W. Bernardo Dr.
San Diego, CA 92717

Dear Mr. Patterson:

I would like to inquire about the possibility of becoming a Call Center Representative at your San Diego facility. I heard about the position and your company from the Coordinator of Career Development at USC, from which I'll graduate in May.

I have developed strong communication skills as a result of my education and my internship at XYZ Corporation. In addition, my academic advisor and internship supervisor have both commented on my strong leadership abilities and presentation skills. I am very interested in the Asian direction your company plans to take in the near future and believe that my summer study abroad experience in Nagasaki, Japan would be very beneficial to you.

I would appreciate the opportunity to discuss how my education and experience are consistent with your needs. Please take the time to review my qualifications, and I will contact you on July 27th to talk about the possibility of arranging an interview. Thank you for your time and consideration.

Sincerely,

Ray Johnson

Enclosure

T-Style Sample Cover Letter

(Works well if you have sufficient information about the position for which you are applying.)

Your address
Your city, state, and zip code

Date

Ms. Joan Smith
Employment Specialist
Case Western Reserve University
10900 Euclid Avenue
Cleveland, OH 44196-7047

Dear Ms. Smith:

I am writing to you about the position of Assistant Director, Regional Chapters, Alumni and Parent Relations, which I discovered in Case Western Reserve University's Employment Bulletin of May 8, 2002. CWRU has provided my parents, sister, and grandfather with various degrees over the years, and I would welcome the opportunity to work for such a prestigious yet "hometown" University. My past experience working with volunteers and alumni groups, along with my leadership and meeting planning abilities, suggest I would be well suited to this position.

Your Requirements

Experience working with volunteers
Hearing and Speech Center's Annual Benefit
Experience in public relations
Chair for Chi Omegas Sorority
Travel experience
B.A.

My Qualifications

Coordinator of Volunteers for the Cleveland
Vice President and Public Relations/Activities
Have been around the world on two separate occasions
With distinction in Organizational Psychology from The Ohio State University

I will call you in the near future so we can further discuss my qualifications. Thank you for your consideration.

Sincerely,

Name (Handwritten)
Name (Typed)

Enclosure