

# *RESUME GUIDE*

Salisbury Center for Career, Professional and Experiential Education

HOBART AND WILLIAM SMITH COLLEGES 315-781- 3514 [cso@hws.edu](mailto:cso@hws.edu)

# RÉSUMÉ WRITING

---

## What is a résumé?

Your résumé provides employers with an introduction to you, your skills and experience. Presentation and the type of information included can often determine whether or not you will be offered an interview. An employer will use your résumé to determine if your skills, experiences and interests match their job specifications.

## Purpose of a résumé?

Think of your résumé as a marketing tool. You are “selling” your skills, knowledge and experience to an employer in return for an interview. It is essential to match your qualifications to the position you are seeking. Your résumé should provide the employer with a **brief overview of your educational and career experiences** in a concise, easy to read manner. Remember that your résumé is a personal, unique document and many different styles and formats can be used to make your résumé stand out!

## CONTENT

---

**Identification Information:** This information is used to identify who you are and make it easy for the employer to reach you. What to include:

- **Name:** Bold your name so that it stands out on your resume. Your name should also be in a larger size font than anything else. Typically 14-18 size font.
- **Address:** You can use both your home and your school address. This will make it easier for employers to contact you whether you are at school, or on break.
- **Telephone Numbers:** Include your telephone number, starting with the area code.
- **Email Address:** Include the email address that would like employers to use to contact you. Make sure that it is appropriate and professional. If you are a senior, you should use an address besides your HWS email since it will become inactive shortly after graduation.

### Contact Information Example:

<b>Jane M. Leo</b>	
(345) 678-9012 · jmleo@hws.edu	
Present Address: Hobart and William Smith Colleges (HWS), 1234 Scandling Center Geneva, NY 14456	Permanent Address 345 Maple Avenue Anytown, CA 12345

**Professional Objective** - Your objective is an ***optional*** component of your résumé because a cover letter will accompany your résumé, which states the job you are applying for and why. If you have an objective it should be a brief, but specific, statement of the type of position you are seeking or your defined intent. An objective is not a long-term goal; it should refer to a specific position and industry segment.

If you are not certain of your objective, you are not alone! However, you should still be able to determine your best option at present and write an accompanying objective. If you have several career interests, you may need to produce several different résumés.

### Professional Objective Examples:

<b>Objective:</b> To obtain a summer internship position in a financial organization.
<b>Objective:</b> To obtain a position in the management development program with Bank of America.

**Educational Background** – This information allows you to express your academic qualifications. It should be listed in reverse chronological order, with your most recent degree first. High school information should not be included, unless it is particularly applicable. What to include:

- **School:** When you list schools you want to include the name of school attended and the city and state in which the school is located. We recommend that Hobart students list Hobart College, and William Smith students list William Smith College.
- **Degree:** Your degree will be either a Bachelor of Arts or Bachelor of Science. In order to see which one yours is, you can visit the academic portion of the Colleges’ website.
- **Major/Minor:** List your major after your degree. Your minor can go after that, or on the line directly below it.
- **Date:** If you are currently working towards completing your degree you should put Anticipated, Candidate, or Expected in front of the month and year.
- **GPA:** You may wish to list your cumulative grade point average (G.P.A.) if it is a 3.0 or above.
- **Honors/ Awards:** Academic honors such as Dean’s List, scholarships, selection for an academic honorary or other special types of recognition can be listed in a separate category or combined with the Education Section. Do not include a long list of every recognition you have ever received, select only those that are most important and relevant to what you are applying for.
- **Study Abroad:** You should include your study abroad experience under education. To do so you would list the name of the University, the geographic location, the semester and year you studied abroad and if applicable a brief overview of what you studied.
- **Relevant Coursework:** If you are applying for a position in which you have taken classes which may directly affect your qualifications, this section could strengthen your candidacy. You may also include any special research projects you have been involved with which may provide the employer with additional insight into your professional abilities and training.
- **Special Categories:** Depending on your education other categories may be relevant such as certifications and honors thesis.

**Education Examples:**

<b>Hobart College</b> Bachelor of Arts in Economics Minor: Public Policy Studies		Geneva, NY May 2020
	<b>OR</b>	
<b>William Smith College, Geneva, NY</b> Bachelor of Science in Chemistry		Anticipated May 2019 G.P.A.: 3.2
<i>Honors:</i> Dean’s List Trustee Scholar		Fall 2016-Present Fall 2016-Present
<b>University of Queensland, Queensland, Australia</b> ·Studied marine biology, terrestrial ecology, geology, and Australian culture		Fall 2017

**Work Experience** - This section can include paid, full and part-time positions, volunteer work and unpaid internships. Although there is no single correct order in which to describe experiences, you should be consistent. However, more recent experiences can be potentially more appealing to employers when listed first. What to include:

- **Title:** Include the name of your position.
- **Company Information:** You want to include the name of the company, the city, and the state.
- **Dates:** Make sure that your dates are consistently formatted throughout your résumé. You can use either months (January 2016-December 2017) or semesters (Fall 2017-Summer 2018). If you are still currently employed you would indicate that by putting “Present”.
- **Bullet Points:** You will want to briefly describe each experience using action-oriented language (see page 6 for a list of action verbs). Emphasize skills and accomplishments gained from these experiences, not just duties. Statements should be bulleted, avoid using paragraphs and lengthy sentences to highlight tasks, duties and achievements. Do not use periods at the end of bullet points. Also pay attention to past and present tense when you are using action verbs (ie. facilitate vs. facilitated).

### Work Experience Example:

<b>Student Teacher</b> , Canandaigua Middle School, Canandaigua, NY	Spring 2019
·Facilitated learning of honors and regular social studies for 6th grade students	
·Created interactive lesson plans based around WWII in order to engage and motivate students	
·Assisted girls’ softball coach with practices and games while serving as a mentor for the team	
<b>Summer Analyst</b> , Merrill Lynch International, London, England	May 2018- June 2018
·Provided a weekly Euro Corporate Market Update to assist the Debt Capital Market team in dealing with current and potential clients	
·Compiled information about completed and current transactions as well as speculations about expected activity in the upcoming week	
·Consolidated research for two Managing Directors on existing and potential German-based clients by finding unleveraged debt in annual reports	

**Optional Categories:** These are other general categories that you may wish to include on your résumé.

- **Special Skills:** In this section, include any expertise you have in foreign languages, computer abilities, technical writing or other areas of excellence that have not been mentioned elsewhere.
- **Professional Affiliations:** List memberships to professional associations related to your career area. They can be social, curricular, honorary, or professional.
- **Co-curricular or Community Activities:** This section indicates and reflects your willingness to accept responsibility and leadership roles and demonstrates to the employer your attempt to broaden your background with activities outside of the classroom. List involvement in clubs, activities, social organizations, and athletics. Include positions of leadership and offices held. Avoid abbreviations when possible.
- **Research/Publications:** This section allows you to highlight any research that you have done in classes, as well as any publications that you had a part in.

## DO NOT INCLUDE

---

**Personal Information** - Personal data such as height, weight, date of birth, social security number, marital, and health status are not to be mentioned on your resume. This information can be used for discriminatory purposes and is inappropriate for the employer to ask about during an interview or job offer.

**Political, Religious, or Social Affiliations** - These types of activities may also be potentially used for discriminatory purposes. If you are not concerned with the effect of listing such affiliations, leave them on. If you are concerned, create a generic description for the activity such as “religious organization”.

## APPEARANCE/FORMAT

---

- **Length:** Your résumé should not be longer than one page. In certain circumstances it can be two, but typically for a college student it will be a page.
- **Font and graphics:** 10.5–12 point, basic typeface such as **Arial** is preferable. Scanners work best with **simplicity** so avoid the use of: *italics*, underlining and **FANCY TYPEFACES**, columns, shading, and boxes.
- On the other hand, virtually all scanners can accept and understand **bold lettering**. However, it is recommended that you confine your bold typeface (and CAPS) to the major sections of your résumé.
- Make sure your resume has been checked for typos and grammatical errors!
- **Paper:** Regular paper is fine for your own copies. In most other cases you will want to use a quality, heavier, bond paper - be conservative with the color: white, beige, tan, gray, so that an employer may subsequently photocopy or fax it on to others involved in the hiring process. Your letters, résumé and references should all be printed on the same paper. Paper should always be 8 ½ x 11 in size.
- **Printing:** It is important to work with one computer lab to format your résumé. Each lab has different printers and constantly switching labs can offset your layout, and alter your tabs. Easily corrected, it is still more efficient to use one lab. Also, you should use a laser printer to ensure quality copies of your résumé. The Salisbury Center for Career Services has dedicated laser printers and computers available for producing job search materials.
- **Email/Mailing:** When emailing your résumé make sure that it is sent in PDF format. When mailing your résumé, make sure not to staple it, and it should be accompanied by a cover letter.
- **A Key Word Preface or Summary:** Computers read résumés by looking for “key” words. These key words are normally nouns or short phrases. This key word summary will also describe the knowledge, skills, abilities and experience that the employer must see in a person’s résumé in order to consider them a qualified/valuable candidate. To get a feel for the key words that an employer might want to see in your résumé, check the recruitment ads for your field in Handshake.

## ACTION VERBS

---

accelerated	coordinated	extracted	investigated	prescribed	selected
accomplished	copied	facilitated	joined	presented	sent
accounted for	corrected	familiarized	judged	prevailed	separated
achieved	counseled	fashioned	justified	printed	served
acquired	crafted	figured	kept	problem-	set
acted	created	filed	labored	solved	set-up
adapted	critiqued	financed	launched	processed	shaped
addressed	dealt	fixed	learned	produced	shared
administered	debated	followed	lectured	profited	shipped
advertised	decided	forecast	led	programmed	showed
advised	defined	foresaw	licensed	projected	sifted
aided	delegated	formulated	lifted	promoted	simplified
allocated	delivered	forwarded	listened	proof-read	sketched
analyzed	demonstrated	fostered	located	proofed	smoothed
anticipated	designed	founded	logged	provided	sold
appointed	detected	gained	looked	publicized	solicited
arbitrated	determined	gathered	made	purchased	solved
arranged	developed	gave	maintained	qualified	sorted
ascertained	devised	generated	managed	quickened	sought
assembled	diagnosed	governed	manipulated	raised	specified
assessed	diminished	graded	mapped out	ran	spoke
assisted	directed	greeted	marketed	rated	started
assumed	discovered	grossed	maximized	read	stopped
assured	dispensed	guided	mediated	realized	straightened
attained	displayed	handled	memorized	reasoned	streamlined
attended	disproved	hastened	mentored	received	strengthened
audited	dissected	headed	met	recommended	studied
balanced	distributed	heightened	modeled	recognized	submitted
budgeted	documented	helped	modified	reconciled	suggested
built	drafted	housed	monitored	recorded	summarized
calculated	dramatized	hunted	motivated	recruited	supervised
catalogued	drew (up)	hypothesized	moved	rectified	supplied
chaired	dropped	identified	named	redesigned	supported
challenged	drove	illustrated	negotiated	reduced	surveyed
changed	earned	implemented	netted	referred	synthesized
charted	edited	improved	observed	rehabilitated	systematized
checked	educated	improvised	obtained	related	talked
classified	elected	included	offered	rendered	targeted
closed	eliminated	incorporated	operated	renovated	taught
coached	employed	increased	ordered	repaired	team-built
collected	encouraged	indexed	organized	reported	tested
combined	enforced	indicated	originated	represented	tracked
communicated	enlisted	influenced	overcame	rescued	trained
compared	ensured	informed	oversaw	researched	transcribed
compiled	entered	initiated	paid	resolved	transferred
completed	established	innovated	painted	responded	transformed
composed	estimated	inspected	participated	resulted	translated
computed	evaluated	inspired	perceived	restored	traveled
conceived	examined	installed	performed	returned	treated
conceptualized	excelled	instituted	persevered	retrieved	tutored
concluded	exercised	instructed	persuaded	revamped	typed
conducted	executed	insured	photographed	revealed	undertook
conserved	exhibited	integrated	piloted	reviewed	unified
consolidated	expanded	interacted	pioneered	revised	united
constructed	expedited	interpreted	planned	saved	updated
continued	experienced	interviewed	played	saw	upgraded
contracted	experimented	introduced	policed	scheduled	used
consulted	explained	invented	politicked	screened	utilized
controlled	explored	inventoried	predicted	scrutinized	weighed
convinced	expressed	invested	prepared	secured	wrote

# MAE B. READINOW

---

Present: Hobart and William Smith Colleges (HWS) ▪ 1234 Scandling Center ▪ Geneva, NY 14456  
Permanent: 1234 Park Street ▪ Bethlehem, PA 18925  
(315) 987-6543 ▪ Readinow@hws.edu

## EDUCATION

**William Smith College**, Geneva, NY Anticipated May 2019  
Bachelor of Arts, Biology GPA: 3.45  
Minor: Health Professions

**University of Queensland**, Queensland, Australia Fall 2017  
▪ Studied marine biology, terrestrial ecology, geology, and Australian culture

## HONORS

**Dean's List** Fall 2015-Present

## RELATED COURSEWORK

Biochemistry, Psychology, Organic Chemistry I, Cellular Biology, Invertebrate Zoology, Physics & II

## CLINICAL EXPERIENCE

**Intern**, *Burlington Health & Rehabilitation Center*, Burlington, MA Summer 2017  
▪ Worked with terminally ill patients providing emotional support and physical assistance

**Medical Intern**, *Geneva General Hospital*, Geneva, NY Spring 2016  
▪ Shadowed a physician in the emergency room and in rounds at the hospital  
▪ Assisted with day to day tasks around the hospital

**Volunteer**, *Seneca Rehabilitation and Nursing Center*, Geneva, NY Fall 2015-Spring 2016  
▪ Interacted with the elderly on a one-on-one basis, further developing communication skills

**Physical Therapy Assistant**, *Wilkes-Barre Hospital*, Wilkes-Barre, PA Summers 2013 & 2014  
▪ Helped to transport patients and stock rooms  
▪ Worked with therapists and doctors with daily tasks

## ADDITIONAL PROFESSIONAL EXPERIENCE

**Teaching Assistant**, *Chemistry Department*, HWS Colleges, Geneva, NY Fall 2015-Present  
▪ Assist Professor in the Advanced General Chemistry laboratory by setting up lab equipment and supplies  
▪ Aid students with calculations and answer students questions

**Habitat for Humanity**, HWS Colleges, Geneva, NY Fall 2015-Present  
▪ Support the community by assisting with local builds and fundraising for the organization  
▪ Manage, organize, and participate in the Mr. Hobart Talent Contest, and the William Smith Powerpuff Game in order to raise awareness and increase engagement

**Green Earth Gang**, *Bethlehem Elementary School*, Bethlehem, PA Fall 2015-Spring 2016  
▪ Taught lessons to a second grade class on environmental issues such as recycling and animal habitats

## CERTIFICATIONS

**First Aid** Spring 2016-Present  
**CPR** Spring 2016-Present

## SKILLS

**Language:** Fluent in American Sign Language

## **WILL B. HIRED**

Hobart and William Smith Colleges (HWS) ■ 1000 Scandling Center ■ Geneva, NY 14456  
123 Main Street ■ Anywhere, NY 10000  
(123) 456-5555 ■ Willbhired@aol.com

### **EDUCATION**

**Hobart College**, Geneva, NY Anticipated May 2018  
Bachelor of the Arts in Economics GPA: 3.54  
Minor: International Relations

### **HONORS**

*International Honors Society in Economics* Fall 2014-Present  
*Dean's List* Fall 2014-Present  
*Orange Key Honor Society* Spring 2015

- Awarded to rising sophomores who distinguish themselves in their first year of college

### **EXPERIENCE**

**Merrill Lynch International**, *Summer Analyst*, London, England Summer 2017

- Provided a weekly Euro Corporate Market Update to assist the Debt Capital Market team in dealing with current and potential clients
- Compiled information about completed and current transactions as well as speculations about expected activity in the upcoming week
- Consolidated research for two Managing Directors on existing and potential German-based clients by finding unleveraged debt in annual reports

**RCW Mirus**, *Intern*, Cambridge, MA Summer 2016

- Utilized organizational skills while researching and assembling due diligence for an M&A transaction
- Assisted directors providing investment banking services to private and public middle-market corporations

**MdRx Direct**, *Intern*, New York, NY Winter 2015

- Provided comprehensive market research on competing companies and industries for portfolio managers
- Participated in weekly market strategy meetings with key office account executives
- Supplied initial screening of potential clients based on their compatibility with the goals and requirements of the firm

**South Carolina Yacht Club**, *Sailing Instructor*, Hilton Head, SC Summers 2013-2025

- Taught basic sailing and racing techniques to 10 children, ages 7-14
- Led daily classes on weather, safety and boating terminology
- Maintained fleet of 20 Optimus, 12 JY's and a Pearson Ensign

### **NCAA EXPERIENCE**

**Division I Hobart Lacrosse**, Geneva, NY Winter 2014- Present

- Learn to be a part of a team, and apply a set of skills that will help our team reach our collective goals
- Gain valuable time management skills from following a schedule that allows a successful balance between lacrosse and academics

### **ACTIVITIES**

**Investment Club**, HWS, Geneva, NY Fall 2014- Present

- Provided comprehensive market research on competing companies and industries for portfolio managers

### **SKILLS**

*Computer*: Proficient in Bloomberg, Microsoft Excel, PowerPoint, Word, SAS Programming  
*Language*: Intermediate written and conversational French



# MAXINE MAXWELL

(987) 453-7254 · mmaxwell@gmail.com

**Permanent Address:** 725 Jay Lane · Milestone, CA 25760

**Present Address:** 3421 Scandling Center · Geneva, NY 14456

## EDUCATION

---

**Hobart and William Smith Colleges (HWS), Geneva, NY** Anticipated May 2019  
*William Smith College*, Bachelor of Arts in Economics and International Relations **GPA: 3.83**  
Minor in Mathematics

## HONORS

---

Dean's List Fall 2015- Present  
Legacy Scholar Fall 2015- Present

## RELEVANT EXPERIENCE

---

**J.P. Morgan, Summer Analyst, New York, NY** Summer 2018  
· Performed daily risk sensitivity, profit/loss, Value at Risk, and stress test analysis to protect clients  
· Compiled information about completed and current transactions as well as speculations about expected activity in the upcoming week

**Merrill Lynch, Job Shadow, New York, NY** Winter 2015  
· Observed the preparation of clients' portfolios before one-on-one meetings  
· Gained valuable experience and knowledge by reading portfolio strategic notes and equity desk notes

## ADDITIONAL EXPERIENCE

---

**Alumni House, Student Assistant, HWS, Geneva, NY** Spring 2016 - Present  
· Complete various office tasks as assigned in order to ensure the office flows smoothly  
· Interact with alumni/ae both on campus and via the phone to assist in coordinating their visits, and ensuring their satisfaction

## LEADERSHIP EXPERIENCE

---

**Investment Club, President, HWS, Geneva, NY** Fall 2016 - Present  
· Discuss and investigate financial developments in our global economy, while working to forecast movements within the financial markets

**NCAA Division III Hockey, William Smith College, Geneva, NY** Fall 2015 - Present  
· Communicate effectively with teammates in order to achieve overall goal of a successful season  
· Maintain composure throughout stressful situations both on and off the field in order to be a role model for younger teammates

**William Smith Student Government, Vice President, HWS, Geneva, NY** Fall 2016 - Spring 2017  
· Oversaw all elections run by William Smith Student Government  
· Acted as a liaison between students, faculty, and staff  
· Assisted with the delegation of duties

## SKILLS

---

**Computer:** Proficient in Microsoft Word, Excel, PowerPoint, iMovie

**Language:** Intermediate Spanish

# PJ PARKS

---

## **PRESENT ADDRESS**

985 Scandling Center  
Geneva, NY 14456

pj.parks@hws.edu  
555-874-7623

## **PERMANENT ADDRESS**

23 Spring Lane  
Mayford, VA 12356

## **EDUCATION AND HONORS**

**Hobart College and William Smith Colleges (HWS), Geneva, NY**

Anticipated May 2020

*Hobart College*, Bachelor of Arts in Environmental Studies

Minor: Entrepreneurial Studies

Trustee Scholar

Fall 2016- Present

Dean's List

Fall 2017

## **RELEVANT COURSEWORK**

Sustainability Commodities and Consumption; Environment and Society; Fundamentals of Geographic Information Systems; Sociology: Research Methods

## **RESEARCH EXPERIENCE**

**Summer Intern**, Keep America Beautiful, Stamford, CT

Summer 2018

- Promoted the mission of Keep American Beautiful via social media in order to increase the awareness and interest in the general public
- Conducted site visits to local high schools in order to see how they currently managed recycling among staff and students
- Researched cost-effective ways in order to implement recycling programs into high school and college campuses

**Individual Research**, Campus Garden Initiative, HWS, Geneva, NY

Spring 2017

- Developed an initiative to promote environmental and social sustainability by having dedicated space for gardens on the HWS campus
- Involved and educated students, faculty, staff, and the community in the growing process
- Created a system in which local business can donate different products to the gardens

**Individual Research**, Sociology: Research Methods, HWS, Geneva, NY

Spring 2016

- Designed a research project that investigated how the number of social media posts about recycling impacted the overall number of students and staff engaging in recycling
- Conceptualized and operationalized variables, created initial hypothesis and critiqued sampling design
- Conducted an analysis of the data and presented findings in an oral presentation

## **VOLUNTEER EXPERIENCE**

**EcoRep**, Campus Greens Sustainability Club, HWS, Geneva, NY

Fall 2015-Present

- Manage the Green Room Certification in order to guarantee all students in residential halls are living in a sustainable way

**Member**, Days of Service, HWS, Geneva, NY

Fall 2015- Present

- Participate in various community engagement tasks in order to give back to the Geneva community

**POAP Leader**, Pre-Orientation Adventure Program, HWS, Geneva, NY

Summer 2017

- Engaged and promote the adventure program to incoming first year students
- Led a group of 7 students on a backpacking/kayaking trip throughout the Adirondacks