



RESUME WRITING

Career Services
Dartmouth College

63 So. Main St., Suite 200
Tel. 646-2215

- ◆ Summarize & highlight current & past experiences
- ◆ Market transferable skills/ accomplishments
- ◆ Motivate employers to interview you

Focus on Content: A 'Working' Draft

- Describe experiences in as much detail as possible: tasks - skills - purpose
- Use 'Action Verbs' to begin your phrases
- Write experiences in reverse chronological order - current to past
- Include job titles & locations

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CONTACT INFORMATION

Name:
Dartmouth Address:
Phone/Cell: E-Mail:

EDUCATION

College: City/State Address:
Degree & Major: Minor/Modified (if applicable): Mo./Yr. of Graduation:
Coursework Includes: (courses inside & outside major that 'relate' to the job)
Research Topics: (2-3 titles of papers you've written if they 'add value') Honors:
Computer: (software, hardware)
Language: (include level of proficiency)
Foreign Study:

High School Name & Graduation Date (optional)
High School Honors/Awards/Activities, etc. (optional - only if 'adds value')

EXPERIENCE (paid and unpaid)

Organization & Address: Dates:
Title:
Description of Work/Accomplishment:

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Title:
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Organization & Address: Dates:
Title:
Description of Work/Accomplishment:

OPTIONAL

(Leadership - Service - Activities - Interests)

Organization, Title, Description, Dates

CONTACT INFORMATION:

➤ **Name** - should be bold and easy to read.

Sharita Vanatko

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Tailor descriptions to the job/career field to which you are applying

EDUCATION:

Job

➤ **GPA** - only included if the employer typically requests this information. If including Major GPA, it must be accompanied by Overall GPA. Include (out of) /4.0 Do not round GPA.

Research Assistant - Overseas Private Investment Corporation

OPIC is a federal agency which encourages mutually beneficial American business investment in the world's developing nations. Researchers will assist in evaluating the soundness of business projects and the benefits to the social and economic development of the host country. Monthly presentations will be made to the board.

➤ **Coursework** - highlight ones that are not obvious and ones that speak to the employer's interests.

Resume

➤ **Study Abroad** - reveal special projects, research, unique coursework, etc.

Dartmouth College, Hanover, NH June 2006
B.A. in Geography; Minor in English
 Coursework Includes: Population, Culture & the Environment; Statistics, Political Economy of Development; Microeconomics; Public Speaking
 Research Topics: Eco-Political Barriers to Urbanization in Uganda
 An Evaluation of Mexico's Ecotourism Policies
 Computer: C++, Excel, PowerPoint, Stata
 Language: Native in Spanish; Conversant in French

Deerfield Academy, Deerfield MA 2002
 Assoc. Editor for school newspaper; Principal's Service Award

➤ **High School** - itemize experiences if they reveal skills that have not been duplicated equally or greater in college.

➤ **SAT** - may be included under high school if the employer typically requests it or to emphasize Math or English proficiency that is not otherwise obvious.

EXPERIENCE:

- Describe what YOU did
- Be sure the 'purpose' of an task/project is obvious.
- Emphasize 'transferable' skills & knowledges.
- Use verbs that reveal the skills used.
- Use adjectives to accurately describe a topic, category, etc.
- Describe tasks in 'order of skills importance' to the reader - ie. most related to the job.
- Using #s attracts attention - \$ amounts, number supervised, percentages etc.
- Use appropriate tense.

Job**Trainer - The Gallup Organization**

Train interviewers in attitudinal & behavioral research at the poll center. Coordinate data on workplace research and communication research. Provide daily leadership to operational and project teams. Evaluate and report on team performance.

Resume**Office of Evaluation & Research, Dartmouth College**

Hanover, NH

Research Intern

Summer 2005

Interpreted campus-wide surveys and produced reports related to student social behaviors, recreational options and academic performance for the Dean of the College. Assisted in moderating 10 student focus groups. Analyzed data using SPSS statistical software. Created and presented poster at Women in Science Symposium.

Tailor descriptions to the job/career field to which you are applying

LEADERSHIP - SERVICE - ACTIVITIES- INTERESTS:

*Optional Sections: Select a category title that reflects the content of this section. You can combine 2

Job**Archivist Assistant - Center for the Study of Political Graphics**

CSPG collects, preserves, documents and exhibits domestic and international poster art relating to peace and social justice movements. The Assistant will develop and organize exhibitions, manage the museum database and evaluate outreach programs.

Resume*Chair - Concerned Students Committee*

Fall 2004

African-American Society of Dartmouth College

- Surveyed and documented issues of concern within the African Diaspora.
- Initiated programs and workshops to assist with developing solutions to these concerns. Organized voter registration, credit management workshop and art exhibit.

Action Verbs/Skills – Sample

Administrative Skills:

- approved
- arranged
- catalogued
- classified
- collected
- compiled
- dispatched
- executed
- expedited
- generated
- implemented
- inspected
- modeled
- operated
- organized
- prepared
- recorded
- reduced
- retrieved
- screened
- systematized
- verified

Communication Skills:

- addressed
- advertised
- authored
- collaborated
- clarified
- composed
- corresponded
- drafted
- edited
- explained
- influenced
- interpreted
- introduced
- lectured
- marketed
- moderated
- negotiated
- persuaded
- promoted
- translated
- wrote

Creative Skills:

- acted
- conceptualized
- customized
- designed
- developed
- directed
- exhibited
- fashioned
- founded
- illustrated
- revised
- initiated
- instituted
- integrated
- invented
- performed
- pioneered
- planned
- revitalized
- shaped
- transformed
- constructed

Educating Skills:

- advised
- adapted
- corrected
- coached
- communicated
- demonstrated
- enabled
- encouraged
- evaluated
- familiarized
- facilitated
- guided
- informed
- instructed
- persuaded
- taught
- trained
- tutored

Financial Skills:

- administered
- allocated
- analyzed
- appraised
- audited
- balanced
- budgeted
- calculated
- computed
- distributed
- estimated
- forecasted
- projected
- purchased
- quantified
- reconciled
- tabulated
- tracked

Helping Skills:

- assessed
- assisted
- fostered
- counseled
- delivered
- educated
- facilitated
- guided
- sponsored
- led
- mediated
- referred
- rehabilitated
- represented
- transformed
- validated
- volunteered
- mediated

Management Skills:

- administered
- assessed
- assigned
- chaired
- consolidated
- contracted
- coordinated
- delegated
- developed
- directed
- expanded
- structured
- improved
- increased
- monitored
- organized
- prioritized
- produced
- recommended
- reviewed
- scheduled
- strengthened
- supervised
- planned

Research Skills:

- classified
- collected
- critiqued
- diagnosed
- evaluated
- examined
- identified
- inspected
- interpreted
- interviewed
- investigated
- researched
- reviewed
- standardized
- summarized
- surveyed
- synthesized
- tallied
- compared
- conduct

Technical Skills:

- appraised
- assembled
- built
- engineered
- extracted
- fabricated
- maintained
- operated
- overhauled
- programmed
- recorded
- remodeled
- repaired
- restored
- solved
- troubleshoot
- upgraded
- installed
- launched
- streamlined

Avoid words that don't reveal skills: Eg. worked, handled, responsible for.....

What Skills Would You Like to Develop?

Make a conscious effort to develop **new** skills to make your background more flexible. Consider a part-time campus job, take a role in a student organization, try a unique Leave Term, work for a professor, perform community service, take a risk.

Everything on your resume should communicate a skill/knowledge/achievement

ie. You should know what each item on your resume is saying **about you**



If you don't know what you are communicating,
then re-write it

"You never get a second chance to make a first impression"

Mark Twain

Tips on RESUME FORMAT:

- Limit your resume to 1-page
- Select a format that suits your information and personal preference*
- Be consistent in the style you choose
- Don't overdo any highlighting (ie. Indentation, italics, underlining, etc.)
- Have enough 'white space' for visual balance
- Don't make it hard for the employer to find the most important information

The following formats represent only some styles.

The format you use will depend on your unique experiences & personal preference.

See resources in Career Services for more format examples .

Mercedes Rubera

Hinman Box 3410, Dartmouth College, Hanover, NH 03733
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Education

Dartmouth College
Hanover, NH
June 2008

- Bachelor of Arts*- Undeclared
- Coursework includes: Calculus, Molecular and Cell Biology, Health Economics, Indigenous Peoples and the Nation State
- Research Topics: Popular Culture in Japanese Advertising
- Language: Conversant in Japanese; Beginning American Sign Language
- Computer: SPSS, Excel, PowerPoint

Avalon High School
Avalon Heights, OH
2004

- AP Scholar with Distinction
- Girl Scout Gold Award - Highest honor for excellence
- Student Government Treasurer - Managed \$4,000 budget

Experience

**Hopkins Center
Dartmouth College**
Hanover, NH
June - Sept. 2005

- Building Monitor*
- Ensure security of performing arts center and update marketing banner.
- Direct patrons to appropriate venues and services.

**Dartmouth Hitchcock
Medical Center**
Hanover, NH
Jan. - June 2005

- Women In Science Project (WISP) Intern*
- Collected current and archival data on Post-Traumatic Stress Disorder patients for practicing psychiatrist.
- Graphed findings, produced reports and presented work at poster symposium.

BlueSky Real Estate
Lehigh, OH
July - Sept. 2004

- Office Assistant*
- Catalogued and organized house listings and reference materials for agents.
- Updated buyer profiles and documented escrow deposits.

Aim High Corps
Sept. 2003 - May 2004

- Tutor*
- Explained math concepts to middle school students.
- Encouraged effective study skills methods.

Leadership & Service

Prison Project
Dartmouth College
Hanover, NH
March - June 2005

- Instructor*
- Taught local law offenders basic geography in Vermont correctional facility.
- Designed a core curriculum including quizzes and videos of American regions.

Debate & Speech Team
Avalon High School
Avalon Heights, OH
2002-2004

- Captain*
- Coached 4-person team in preparation for regional and national competitions.
- Extensively research topics such as health care reform, U.S. military policy, immigration reform, environmental protection and arts promotion.

Style: Bullet Style - Centered Headings - Left Column
Advantages: Crisp, easy to read, focus on descriptions
Limitations: Uses more space; uses prime left space

RYAN JACOBS

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EDUCATION

- Dartmouth College**, Hanover, NH June 2006
B.A. in Geography; Minor in Computer Science
 Coursework includes: Human Motivation, Statistics, Micro Economics, International Relations
 Research topics: Economic Growth in Latin America, Impact of Media on Children's Development
- School for International Training**, Guayaquil, Ecuador Winter 2002
 Cultural & language immersion program. Included comparative field study on Ecuadorian social service programs for homeless children in Quito and Guayaquil.

EXPERIENCE

- Dartmouth College**, Hanover, NH Spring 2005
"Culture Shock" Coordinator
 Organized 18 student-leaders to plan new festival to showcase depth of cultural diversity at Dartmouth. Met & collaborated with Student Activities Office to successfully recruit 25 campus performance groups & 12 student artists. Submitted proposals to Dartmouth Bildner Endowment to secure \$4,000 budget. Created and implemented advertising and action plans and delegated tasks to committees.
- The Dartmouth, Dartmouth College**, Hanover, NH Winter 2004-present
Reporter
 Research potential stories and compile human interest articles for daily campus newspaper. Undertook special assignment of featuring Winter Trustees' meeting, including conducting informational interviews and archival research.
- Kaiko Insurance**, Seattle, WA Fall 2003
Fraud Investigations & Preventions Intern
 Collected & transferred 500+ client and health provider records into database to identify patterns of insurance fraud. Collaborated with 6-person team to define and rank criteria to create new fraud detection software. Designed & co-presented manual for company-wide training on new software.
- Vacation Rentals, Inc.**, Hampton, NH Summer 2002
Administrative Assistant
 Processed daily car rentals and provided customer service in a busy 3-person office. Executed study of 300 customers to evaluate the demand for expanding the business to include moving trucks.

OTHER SKILLS & INTERESTS

Fluent in Spanish
 Wilderness EMT Certified
 Microsoft Office, FileMaker, CAAD
 Dartmouth Orchestra-First Chair Trumpet

<p>Style: Paragraph Style - Content left justified Advantages: More space for content Limitations: Descriptions may appear too chunky</p>
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Alex B. Johnson

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Education

<p>B. A. in Environmental Studies Dartmouth College</p>	<ul style="list-style-type: none"> ◆ Minor: International Affairs ◆ Coursework includes: Environmental Economics, Environmental Law, Economic Geography, International Economics ◆ Research Topics: International Trends in Sustainability Innovation Free Trade - A Blessing or Curse? ◆ Computer: Factset, Stata, Publisher, Video Editing ◆ Honors: Golden Key Society (top 15% of graduating class) 	<p>June 2006 Hanover, NH</p>
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Experience

<p>Research Intern EarthWatch</p>	<ul style="list-style-type: none"> ◆ Conducted industrial and commercial pollutant research. ◆ Met with building and property owners in order to compile opinions of environmental regulations. ◆ Wrote report detailing findings and suggested methods which environmentalists could create allies in the business community. 	<p>Summer 2005 Troy, NY</p>
<p>Assistant to Manager Steelman Building Supply</p>	<ul style="list-style-type: none"> ◆ Managed inventory using industry database and maintained stock levels. ◆ Monitored customer credit limits for accounts receivable and followed up with customers on defaulted accounts. ◆ Provided customer consultation on building projects; responded to product inquiries. 	<p>Winter 2005 Juno, AK</p>
<p>Trainer Top-Notch Hockey School</p>	<ul style="list-style-type: none"> ◆ Provided on and off ice instruction to 40 children ages 8-12. ◆ Customized lessons for a group of 6 disabled boys. 	<p>Fall 2004 Lebanon, NH</p>

Leadership & Activities

<p>Trip Leader Dartmouth Outing Club</p>	<ul style="list-style-type: none"> ◆ Guided 15 first-year students on 3-day wilderness trip for orientation program designed to foster community-building, confidence, and transition to college. ◆ Instructed students on safety procedures and encouraged them to take risks. 	<p>Sept. 2005 Hanover, NH</p>
<p>Photographer The Dartmouth</p>	<ul style="list-style-type: none"> ◆ Photograph cultural and social events, faculty and student portraits, arts outreach activities and everyday scenery. 	<p>2003-Present Hanover, NH</p>
<p>Programming Chair Inter-Fraternity Council</p>	<ul style="list-style-type: none"> ◆ Manage \$15,000 budget and organize fundraising events for American Diabetes Association. Plan annual Greek Olympics and monthly academic luncheons. 	<p>Winter 2004 Hanover, NH</p>
<p>Eagle Scout Boy Scouts of America</p>	<ul style="list-style-type: none"> ◆ Commendation for leadership, integrity and service. Coordinated a large-scale beautification project in city park, supervising 26 volunteers. 	<p>2001-2002 Juno, AK</p>

<p>Style: Left/Right Columns - Center Content - Bullet Advantages: Easy to focus on content Limitations: Consumes considerable space</p>

SUE MEI KANG

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EDUCATION

DARTMOUTH COLLEGE, <u>B.A. in Latin American, Latino & Caribbean Studies</u> GPA: 3.3/4.0; Thesis: Micro-Enterprise Development in Brazil Coursework includes: Population, Culture & the Environment, Statistics, Perception Language: Proficient in Spanish Computer: Quicken, STATA, PowerPoint	Hanover, NH June 2006
UNIVERSIDAD DE BELGRANO Immersion program in language, culture, and history. Researched lost musical traditions.	Buenos Aires, Argentina March 2005- June 2005
LIBERTY HIGH SCHOOL SAT 700 Verbal; 725 Math	Belleville, CO 2002

MARKETING EXPERIENCE

KATE SPADE HANDBAGS, <u>International Business Intern</u> Communicated daily with newly expanded Japanese regional headquarters regarding sales promotions, product orders and merchandise sales. Composed and updated merchandise sales reports using Excel.	New York, NY July 2005 - Sept. 2005
DARTMOUTH COLLEGE, <u>Admissions Dept. Tour Guide</u> Promoted academic, cultural and social dimensions of the college to prospective applicants and families on a weekly basis. Continuously updated communications by monitoring campus news, electronic bulletins and ongoing orientations.	Hanover, NH Oct. 2004 - May 2005
MAGNETIC INNOVATIONS, <u>Internet Marketing Intern</u> Conducted comparative research of online shopping sites for compatibility to company products. Researched and analyzed the quality and costs of e-mail brokers and their corresponding target group e-mail lists. Identified potential online affiliations that would generate increased revenue.	Tampa, FL Jan. 2004 - March 2004

OTHER EXPERIENCE

SUMMERBRIDGE NATIONAL, <u>Instructor</u> Captured students' enthusiasm for learning by developing creative methods for teaching Algebra and Biology. Organized parent-teacher meetings and provided progress reports.	Manchester, NH June 2003 - Sept. 2003
Lifeguard; Waiter; Farm Hand.	Summers 2000-2003

SERVICE & ACTIVITIES

YOUTH IMAGINE PROJECT, <u>Co-Chair</u> Oriented and supervised 20 Dartmouth student mentors in a high school retention program for at-risk teens. Launched fundraising campaign that yielded \$8,000 to sustain program.	Bradford, VT Oct. 2004 - May 2005
DARTMOUTH COLLEGE SAILING TEAM Practice logistics, strategy, teamwork and compete up to 20 hours a week.	Hanover, NH 2002-2005

<p>Style: Combined Related Experience - CAP/Underline - Paragraph Advantages: Focus on most relevant information early Limitations: Need sufficient number of experiences</p>
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