

Building a Resume

Career Peer Guide

Do's & Don'ts

What is the purpose of a resume?

A one page document that sums up your experiences and used as a “self-advertisement.” Your resume gives the hiring manager an overview of your qualifications and is one of the most pertinent pieces of your job application.



Contact Section

DON'T:

- Highlight your email
- Have your contact section in a header

Jane Smith
123 Main Street New Haven, CT 06514
203-888-8888 janesmith@gmail.com

DO:

- Have clean and concise information
- Have your name stand out (14-18 size font)

JANE D. DOE

309 Sample Rd
Sample, CT 00000

(203) 123-4567
Sample@gmail.com

Education Section

DO:

- Include institution name, city, state
- Include Degree, major(s), minor(s), concentration(s)

EDUCATION

Southern Connecticut State University, *New Haven, CT*

Master of Science, School Counseling, May 2018

GPA: 4.0

Merrimack College, *North Andover, MA*

Bachelor of Arts, Human Development, Concentration in School & Society, May 2015

GPA: 3.7; *Magna Cum Laude Graduate; Dean's list: All semesters; Phi Delta Kappa 2014, Omicron Delta Kappa 2015*

DON'T:

- Include your GPA if it is under 3.0
- Include High School Information

EDUCATION

Southern Connecticut State University student working towards a B.S. Communication; Organizational; Marketing minor, candidate for graduation; May 2017

Experience Section

DON'T:

- List positions 10 years and older if not relevant to career path
- Forget to add detailed bullet points that highlight your accomplishments

WORK EXPERIENCE

- | | |
|---|-------------------|
| • The Edge Fitness Clubs (Fitness Consultant) | 09/2016 – Present |
| • Lorraine K. Boutique (Sales Associate) | 05/2016 - 08/2016 |
| • Express Fashion (Sales Associate) | 10/2014 - 05/2016 |

DO:

- Separate between Related & General Experience
- List Company/Organization, Location, Position Title, and date started/ended
- Use action words to start each bullet point

RELATED EXPERIENCE

Graduate Assistant, **Office of Academic and Career Advising**, August 2015-present
Southern Connecticut State University, *New Haven, CT*

- Meet with students individually to assist them in resume, job search, and cover letter help
- Update the department website with events, contact information, PowerPoints, and links
- Modernize department social media (Facebook, Twitter, Instagram)
- Assist Career Staff in the preparation for annual Career Fair and Majors Expo
- Coordinator for 20 volunteers for the annual Career Fair
- Present to 25 undecided new students during 5 orientations and reinforced the options for undeclared majors
- Construct up-to-date and student-friendly flyers, PowerPoints, and handouts

Field Experience, **Guidance Department**, January-May 2015

Lawrence High School, *Lawrence, MA*

- Observed counseling meetings with DCF officers, special education teachers, administrative staff
- Learned the process of IEP meetings
- Advanced user of College Board

Volunteer/Clubs/ Organizations

DON'T:

- List hobbies
- Limit yourself– show what you have been a part of!

Extra-Curricular Activities

- Volleyball
- Softball
- Dance
- Cheerleading

DO:

- Use bullet points when appropriate
- Differentiate between volunteer, clubs, organizations
- Add position title, location, and dates

Habitat for Humanity, Volunteer

New Haven, CT, May 2016

- Assisted students in the School Counseling Program with repairing two different houses
- Installed siding to one of the houses in conjunction with the other construction workers
- Expanded my appreciation for Habitat for Humanity, team building, and volunteer services

Leadership

DO:

- Emphasize leadership roles that demonstrate good skills for potential position
- Use detail, dates, location

LEADERSHIP

Dance Team, Captain

Merrimack College, *North Andover, MA*, August 2014-2015

- Managed and supervised a team of 15 members, focusing on campus events, competing, and fundraising
- Led the team to 5th place finish, National Dance Alliance, Daytona, FL

Admissions Office, Ambassador

Merrimack College, *North Andover, MA*, January 2012-May 2014

- Led groups of up to 50 prospective students and families through campus tours and answered all inquiries
- Selected competitively to serve as 25 student representatives to help market the college

DON'T:

- Be shy to sell yourself
- Use high school information

Leadership

Captain: Volleyball Team

Honor's (2016)

Relay for Life |

Skills

DON'T:

- List skills that can be explained or shown through an experience section

Skills

- Excellent organization and social skills.
- Positive attitude.
- Exceptionally determined and motivated.
- Listens well.
- Respectful.
- Punctual.
- Feedback driven.

DO:

- Highlight your proficiencies: Bilingual, computer skills, marketing efforts

Skills

- Verbal understanding of Urdu
- Proficient in American Sign Language
- Microsoft Office Suite, Naviance Software Provider, PowerSchool Student Information System, and SCRIBE Data Entry

Resume: Do's and Don'ts

myPerfect resume

Resumes & Cover Letters: Dos and Don'ts



DO

Customize your resume for each job

One size does not fit all. Your resume needs to target the employer you're sending it to, and emphasize the parts of your background that most fit the role.



DO

Lead with your education and skills

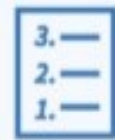
If you don't have a lot of professional experience, start with your best selling points: your educational qualifications, and skills that could transfer to a professional environment.



DO

Include unpaid work/activities that show leadership

Volunteered with a well-known organization? Worked for an important cause? Awesome. Include it under "Experience" on your resume.



DO

Use the proper resume format

A chronological resume (listing your work history in reverse order) is usually best, but if you don't have a lot of experience, consider a functional resume.



DON'T

Send a resume with typos

The fastest way to get your resume thrown in the trash is to send a document riddled with misspellings, formatting problems, or other mistakes.



DON'T

Use crazy fonts or colors

Using "crazy" fonts, unusual colors or super-fancy paper might get your resume some attention—but probably not the kind you want.



DON'T

Go over 1 page

You probably don't have enough experience to justify a longer resume. Focus on your best selling points, and keep it short and sweet.



DON'T

Send a laundry list

Your resume is a sales tool, not a laundry list. Don't include every class you ever took and every summer job you've ever had, unless they're relevant.