

RESUME

The resume is a marketing tool for presenting your experience, knowledge, and skills to potential employers for a specific role. This document should quickly grab the attention of the reader and be easy to skim. Follow the tips below for creating a professional and well-organized resume.

Resume Formatting

- **One page** is the recommended length for students. Two or more pages is acceptable for individuals with more work experience (approximately 7-10 years per page). Research industry-specific resume examples as length requirements may vary by industry.
- List your experiences in **reverse chronological order**, with the most recent experience listed first.
- Use **concise language** in the form of bullet points and brief sentences.
- **Do not use “I”** or other first-person pronouns.
- Select a **font size** between 10-12 point and set margins between 0.5 – 1 inch all around. Choose a simple and professional font such as Calibri, Arial, Georgia, or Tahoma.
- Use **past tense** for past positions and use **present tense** to describe current positions.
- **Be consistent** with punctuation and formatting. For example, decide whether to use periods at the end of all bullet points and how to format dates (10/2022 or October 2022).
- Use **bold**, *italics*, and underline to break up the text and make the document easy to read.

Resume Content

- Use the **action verbs** list on page 2 to select verbs that are more descriptive than common words such as “responsible for”, “did/do”, “completed”, etc.
- **Customize** your resume to the position. Focus on the work and activities that are most relevant to the industry or job you are targeting.
- **Do not exaggerate or lie** about your experience and skills. Be prepared to discuss anything on your resume in an interview.
- **Avoid using jargon** or school-specific terms. Spell out uncommon acronyms the first-time.
- **Do not include protected personal data** such as your age, gender, or a photograph. If applying to positions outside of the U.S., research the resume expectations for that country.
- **Avoid using tables or graphics**. Many of the Applicant Tracking Systems (ATS) used by employers cannot properly read graphics.

Final Checks

- **Ask another person to review your document**. Do not rely on spell check or pre-made templates.
- **Save and send documents as a PDF** unless instructed otherwise by the employer. Give it an appropriate file name. Example: M.Campbell_CDCInternResume
- **Write a relevant email subject line** such as “Application for CDC Intern Position Fall 2021”.
- **Keep a log of applications** you send. Include the position description, dates, contact information, and any follow up communications.
- **Print on neutral resume paper** if you are providing hard copies of your documents.

CHOOSE POWERFUL ACTION VERBS

You Led a Project

Chaired
Controlled
Coordinated
Executed
Headed
Operated
Orchestrated
Organized
Oversaw
Planned
Produced
Programmed

You Brought a Project to Life

Administered
Built
Charted
Created
Designed
Developed
Devised
Founded
Engineered
Established
Formalized
Formed
Implemented
Incorporated
Initiated
Instituted
Introduced
Launched
Spearheaded

You Saved Time or Money

Conserved
Consolidated
Decreased
Deducted
Diagnosed
Lessened
Reconciled
Reduced
Yielded

You Brought in Resources

Acquired
Navigated
Negotiated
Partnered
Secured

You Increased Efficiency, Sales, or Customer Satisfaction

Accelerated
Achieved
Advanced
Amplified
Boosted
Capitalized
Delivered
Enhanced
Expanded
Expedited
Furthered
Gained
Generated
Improved
Lifted
Maximized
Outpaced
Stimulated
Sustained

You Changed or Improved Something

Centralized
Clarified
Converted
Customized
Influenced
Integrated
Merged
Modified
Overhauled
Redesigned
Refined
Refocused
Rehabilitated
Remodeled
Reorganized
Replaced
Restructured
Revamped
Revitalized
Simplified
Standardized
Streamlined
Strengthened
Updated
Upgraded
Transformed

You Managed a Team

Aligned
Cultivated
Directed
Enabled
Facilitated
Fostered
Guided
Hired
Inspired
Mentored
Mobilized
Motivated
Recruited
Regulated
Shaped
Supervised
Taught
Trained
Unified
United

You Supported Customers

Advised
Advocated
Arbitrated
Coached
Consulted
Educated
Fielded
Informed
Resolved

You Did Research

Analyzed
Assembled
Assessed
Calculated
Discovered
Evaluated
Examined
Explored
Forecasted
Identified
Interpreted
Investigated
Mapped
Measured
Qualified
Quantified
Surveyed
Tested

You Wrote or Communicated

Authored
Briefed
Campaigned
Co-authored
Composed
Conveyed
Convinced
Corresponded
Counseled
Critiqued
Defined
Documented
Edited
Illustrated
Lobbied
Persuaded
Promoted
Publicized
Reviewed

You Oversaw or Regulated

Authorized
Blocked
Delegated
Dispatched
Enforced
Ensured
Inspected
Itemized
Monitored
Screened
Scrutinized
Verified

You Achieved Something

Attained
Awarded
Completed
Demonstrated
Earned
Exceeded
Outperformed
Reached
Showcased
Succeeded
Surpassed
Targeted

Medina S. Campbell

Atlanta, GA | 404- 411-1881 | MCampbell@scmail.spelman.edu

EDUCATION

Spelman College, Atlanta, GA

May 2022

Bachelor of Science, Major: Economics, Minor: Psychology

GPA: 3.4

Honors & Awards: Dean's List 2019 to present; Bonner Scholar, Jackie Robinson Foundation Scholar

Relevant Courses: Introduction to Statistics and Econometrics; Mathematical Economics; General Psychology, Research Methods, Abnormal Psychology

Goldsmiths, University of London, England

Aug. - Dec. 2020

Courses: Consumer Behavior, International Economics, Psychology and the Law

GPA: 4.0

EXPERIENCE

Spelman College Student Government Association, *Secretary of Business & Finance*

Aug. 2019 - Present

- Control a **\$100K** budget and review requests from **70** student organizations
- Facilitate in-person and virtual activities with groups of 10-100 people to improve student life at the College
- Maintain client relationships and hold signatory power on behalf of student organizations
- Establish and communicate financial policies and identify risks for fraud

West End Multicultural Affairs, Atlanta, GA, *Service Director*

Jan. - Dec. 2020

- Established forums to raise awareness of ethnic and religious diversity
- Regulated group budgets to provide financial stability
- Undertook measures to mitigate hostility among cultural groups

Inner City Writing, Atlanta, GA, *Participant*

June - July 2019

- Assisted six middle school students with improving their writing skills
- Students increased skills by **50%** upon program completion

LEADERSHIP

Spelman College Economics Club, *President*

April 2020 - Present

- Representing the club at campus event to create engagement and appreciation of Economics
- Developing comprehensive programs to increase membership and responsiveness, resulting in a 10% membership increase in one year
- Invite faculty and local economists as guest speakers to discuss current trends

Spelman College Department of Residential Life, *Resident Assistant*

Aug. 2019 - May 2020

- Promoted academic excellence and built a sense of community among first-year students through individual meetings and group activities
- Hosted virtual sessions during COVID-19 and utilized communication skills to maintain harmony and sisterhood
- Co-managed a schedule of workshops and extracurricular activities

Spelman College International Student Services, *Orientation Assistant*

Aug. 2018 - May 2019

- Guided international students in their cultural and academic transition to Spelman
- Led campus tours and organized social activities
- Hosted workshops focusing on achievement and cultural transition

ACTIVITIES & SERVICE

Hands on Atlanta, Volunteer

April 2019 - Present

NAACP, Next Level Program, Coordinator

Sept. 2018 - Present

Books for Africa, Volunteer

June 2017 - Present

Atlanta AIDS Walk, Event Organizer

Oct. 2019

SKILLS

Language: Fluent in Spanish, and conversational French

Technical: Microsoft Word, Excel, Access, PowerPoint, Publisher, and Prezi

Certificates: CPR

COVER LETTER

The cover letter is a compliment to your resume. It provides potential employers the opportunity to learn more about your interest and qualifications for the position. Use the information in this guide to write a memorable and impactful cover letter.

Elements of a Cover Letter

After reading your document, a recruiter should clearly be able to answer the following question:

- **Who are you?** Provide some background information about yourself, including your major and class year.
- **Why are you writing?** Specify the position and how you heard about it. Include the name of the person who referred you (if applicable).
- **Why are you interested?** In a sentence or two, explain what attracted you to this position. Do not waste space talking about what the job can do for you. Instead, focus on what you can contribute to the company.
- **How are you qualified?** Expand on the skills and achievements from your resume that relate to the role. Use key terms and connect your experience to the role.
- **What is your next step?** To close your cover letter, include a reminder of why the employer should meet with you. Specify an action step to ensure they received your application (such as following up in two weeks) unless the employer instructed you not to contact them.

Cover Letter Formatting

- **One page** is the maximum length - no exceptions! Keep in mind that employers are reviewing many applications and will be turned off by too many words.
- **Align the text** to the left, you do not need to indent paragraphs.
- **Match** the font style and formatting from your resume.
- **Avoid using bullet points** or copying directly from your resume. The cover letter should demonstrate your ability to communicate well in writing.

Cover Letter Sections

See the example document on page 5 for more details about each section.

- | | |
|------------------------|----------------------|
| 1. Contact Information | 4. Body Paragraph(s) |
| 2. Greeting | 5. Closing Paragraph |
| 3. Opening Paragraph | 6. Sign-off |

Final Checks

- Customize your cover letter for each position and company. Recruiters can easily spot templates and generic documents will not help you.
- Ask a career counselor or friend to proofread for spelling and grammar mistakes.
- Keep your letter focused. Identify three or four key skills from your resume that align with the position and use concrete examples to demonstrate that you are a good match.

1

Medina S. CampbellAtlanta, GA | 404- 411-1881 | MCampbell@scmail.spelman.edu

October 5, 2021

Ashley Thomas
 Innovation Advising
 5555 Peachtree Street
 Atlanta GA, 30303

2

Dear Ms. Thomas:

3

I am delighted to be applying for the position of Associate Economist at Innovation Advising posted to LinkedIn. As someone with an analytical mind and a keen eye for quantitative data, I think I can bring something important to your company. Having studied U.S. and global economic trends, I appreciate your company's diverse portfolio and customized approach. I believe my educational background, leadership skills, and passion will make me a useful member of Innovation Advising's team.

4

As an economics major at Spelman College, I have developed analysis skills that will allow me to immediately contribute in the Associate Economist role. During my term as the Secretary of Business and Finance of the Spelman College Student Government Association, I analyzed the budget requests of 70 organizations and provided data-informed recommendations for approval. My courses in international economics and consumer behavior improved my ability to analyze securities and market trends, where I learned both fundamental and technical analysis on various financial instruments. I am comfortable using advanced mathematical techniques to extract clues about the future of the economy from data of all types and am prepared to work with clients from a variety of fields.

My experience in leadership roles has also shown me that there is an element of good decision making that is necessary for effective economic forecasting. As the president of the Economics Club, I was able to increase membership by 10%, during virtual classes, with decisive decision making and efficient use of club resources. I look forward to bringing this astute awareness to the Innovation's team.

5

Economists have the unique ability to improve the world by helping clients anticipate the future and more effectively prepare for change, and I look forward to making an impact in this way. Please see my attached resume for additional information about my qualifications. I am grateful for your consideration, and I look forward to discussing my experience and the responsibilities of the Associate Economist job in an interview.

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Sincerely,

Medina Campbell

1. Contact Information

Use the same header and font style as your resume. Include the date and company address.

2. Greeting

Personalize the letter by addressing it to a specific person. Use LinkedIn, Handshake, or the company website to find a name. Address it to the department if you cannot find a name.

3. Opening Paragraph

Identify the position, why you are interested, and a few skills you will focus on in the rest of the letter.

4. Body Paragraph(s)

Highlight your education, relevant experiences, and accomplishments. Choose specific examples that are relevant to the role.

5. Closing Paragraph

Refer back to your resume and restate your interest in the position. Identify a next step (if appropriate).

6. Sign-off (choose one)

- Sincerely
- Best
- Thank you
- Regards
- Respectfully