

GUIDE TO RESUME WRITING

A resume is often the first document students create to tell their story. Highlighting your skills, accomplishments and experiences can help the reader understand how you might fit the specific needs of the position they are looking to fill. The steps below can help you as you think of ways to communicate the unique values that you can contribute to an organization.

CONTENT

• Sections to include:

- *Education.* Consider including your major(s), minor(s), clusters as well as study abroad experience. First and second year students can include high school.
- *Experience.* Include internships, research, part-time, summer, and volunteer work. Include recent and relevant experiences that effectively communicate your skills and abilities to a prospective employer. You'll need to make choices regarding what to include and what to omit based on audience and how much space remains on the page. When describing duties or projects, don't use "I" or "we". Simply start each sentence with an active verb in the past or present tense.
- *Activities and leadership experience.* Highlight your career competencies, any student organizations you belong to, as well as any extracurricular roles you may have engaged in.
- *Skills.* These might include technical, computer or software, laboratory, foreign languages, etc.

• Enhancements (for specific industries or students with more experience):

- *Summary of qualifications.* Connect your knowledge, skills, and abilities to the specific employer's qualifications.
- *Coursework and projects.* Consider highlighting academic work related to your job or internship goals.
- *Honors and awards.* Briefly describe each award.
- *Interests.* Differentiate yourself and connect to the reader by highlighting things that appeal to you.

ORGANIZATION

Before you begin targeting your resume, you should ask yourself "who is my audience" and "what am I using this for" as this will help you with prioritizing content and the way it's organized. Information should be presented within clearly themed sections in reverse chronological order (most recent experience first).

FORMATTING

For most industries and roles there is no right "look" for resumes. The most important thing to remember is that your resume should be easy to read and consistent. Your name and the various section headings should stand out on the page. Avoid resume templates which can be hard to edit and format. Use bold, italics, and capitalization to set information apart, such as employer names and job titles and use bullet points when highlighting duties and projects. Certain professional practices such as graphic design or theatre may have their own formatting conventions. When in doubt, consult a Greene Center advisor for guidance.

Your resume should fit on one page with no less than half-inch margins and a font size no smaller than 10 point, though 11 point is preferred. You may choose to use a bottom border to delineate sections or use white space effectively for visual appeal.

A NOTE ON CV's: A Curriculum Vitae (CV) is an expanded document for academic and research positions. It can be formatted on two or more pages if needed. Include your name and number pages after the first page.

Exploratory Resume

123-456-7890 • name@u.rochester.edu

Education

University of Rochester

Bachelor of Arts with dual majors in History and Mathematics

- Minor in Russian
- Club Volleyball Team Member
- Research and Innovation Grant Recipient

Rochester, NY

Anticipated May 20XX

Penfield High School

High School Diploma with Honors

- GPA: 3.90 out of 4.00
- Debate Team Member, Math Team Member
- Varsity Volleyball, Varsity Tennis

Penfield, NY

June 20XX

Community Engagement

Little Readers

Story Time Partner

- Partnered with local daycare facilities to create reading activities for students
- Created fun and interactive activities to accompany the stories

Cooperstown, NY

December 20XX – August 20XX

Rochester Downtown Days

Volunteer

- Helped plan a 3-day long festival to celebrate Rochester's historic downtown
- Worked to keep events running smoothly by managing performer and show logistics
- Provided directions and other services for those attending the event

Rochester, NY

July 20XX

Work Experience

Barnes and Noble

Customer Service Representative

- Assisted customers by answering questions, locating products and providing merchandise recommendations
- Worked Point-of-Sale register system and reconciled cash drawer daily

Rochester, NY

June 20XX - August 20XX

Leadership and Extra-Curricular Involvement

University of Rochester

Class of 20XX Council Representative

- Plan events and activities to enhance class spirit and promote events via social media outlets

Rochester, NY

October 20XX- Present

Debate Team Member

- Assist with organizing team conferences and take minutes at meetings for distribution to peers

October 20XX- Present

Language and Computer Skills

- Fluent in English with conversational abilities in Russian and Spanish languages
- Proficient in use of Microsoft Excel, PowerPoint, Word, and Publisher
- Basic programming skills in Python