



**DAVISCONNECTS**

Design your future.

# Build Your Best Resume

A Guide for Juniors and Seniors

Colby

- 
- ❑ **One page**
  - ❑ **Scannable**
  - ❑ **Powerful**

# The Overview

## Format

Bullets, 10-12 point font, CAPS or **bold** to distinguish

## Layout

Reverse chronological order by end date (in most cases)

## Evidence

Provide strong accomplishments or highlight transferable skills

## Keywords

Relevant words that will pin in Applicant Tracking Systems (ATS)

## Focused

Curate a one-page version zeroed in on what matters most

## Technical

Highlight relevant skills and courses that convey your fit

# What *all* industries expect to see!



## **Contact Details**

Name, e-mail, phone, LinkedIn URL or address

## **Dates/Locations**

Specific years, months, locations

## **Education**

College, location, degree, anticipated graduation date, major/minor

## **Experience**

Organizations, dates, job title, accomplishments, internships, volunteering (paid or unpaid)

# What *some* industries also prioritize

## Technical Skills

Lab, Language, Data Analytics, Computer, Social Media.



## Honors

Honors or scholarships received (most recent or prestigious)

## Coursework

3-6 completed courses directly related to job



## Leadership

Clubs, athletics, community engagement, leadership positions



# Resume Resources

A copy of our Resume Guide and a Resume Template are posted on Handshake and Moodle. A tutorial is also available on our YouTube Channel.

# Four Words: A Quick Thought Experiment

*How might you pitch yourself as a future colleague?*

**01**

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**02**

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**03**

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**04**

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Sometimes it is not as much about *what* experiences are on your resume as much as it is about *how* you “talk” about what is on your resume.



# The proof

*Show don't tell.* The way you describe your experiences and skills should provide evidence that you possess those four strengths.



## SKYE MULES

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### EDUCATION

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**Colby College**, Waterville, ME

*Expected May 2022*

**Bachelor of Arts** in Government

GPA: 3.68

*Honors*: National Political Science Honors Society, Dean's List

**Colby in Dijon**, Dijon, France

Fall 2018

First Semester Abroad program combining in-depth academic work taught in French with cultural education

### EXPERIENCE

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**Interlibrary Loan Assistant**, *Colby College Libraries*, Waterville, ME

September 2019 – Present

- Processed approx. 200 interlibrary loan request per year using library management systems, such as ILLiad and Sierra
- Liaised between library staff and professors to coordinate library loans for semester research projects

**Legislative Intern**, *Maine Environment*, Augusta, ME (Remote)

June 2021 – Aug 2021

- Advocated to get food justice referendum passed in the mid-term elections
- Researched and wrote letters to the editor, blogs, social media materials, and testimony

**Campaign Assistant**, *Maine Street Solutions*, Remote

Jan 2021

- Organized support among local businesses and influential individuals for a bill to ban the sale of flavored nicotine products in the state of Maine

**Content Writer**, *Food Freedom Collective*, Madison, MA

June 2020 – July 2020

- Wrote and published biweekly food justice column on the organization's social media platforms
- Created, organized, and implemented fundraising initiative to finance Food Freedom's food redistribution program

**Submission Coordinator**, *Maine Public Broadcasting Network*, Portland, ME

June 2019 - Aug 2019

- Coordinated interviews and reviewed proposals for the Raise Your Voice Project
- Developed pieces for publication with a statewide publishing and media platform

## **COMMUNITY & CAMPUS LEADERSHIP**

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*Committee Member at Large, College Affairs Committee* Mar 2021 – Present

- Discussed the state of co-curricular affairs from a student perspective in weekly meetings with the Dean of the College and various Colby administration
- Oversaw the college co-curricular program and addressed concerns regarding the student body to bridge communication between administration and Colby student life

*Birthday Volunteer Mentor, Mid-Maine Homeless Shelter, Waterville, ME* Sept 2019 – May 2021

- Host birthday parties once a month for children living in local homeless shelter
- Guide a cohort of 5 students in meaningful volunteering opportunities at the shelter for 3 hours weekly

*COOT Leader, Colby Outdoor Orientation, Waterville, ME* Aug 2019 – Sept 2019

- Led a service orientation trip for a group of 8 first-year students and served as a mentor and resource for incoming first years to assist their transition into college
- Engaged with members of the Waterville community through volunteer service to establish a working partnership

## **SKILLS**

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Community Outreach, Professional Writing, Event Programming, Research, Public Speaking, Social Media Management

# Transferable Skills

## Communication & Creativity

- Writing clearly and concisely
- Listening attentively
- Expressing ideas
- Using media to present ideas
- Reporting information
- Public speaking
- Making presentations
- Describing feelings
- Improvising
- Doing more with less
- Appreciating diversity
- Providing accurate descriptions

## Leadership

- Generating and initiating ideas
- Managing & supervising groups
- Delegating responsibility
- Promoting & adapting to change
- Prioritizing tasks
- Identifying improvement areas
- Facilitating meetings or group discussions
- Coaching/mentoring/counseling
- Evaluating progress
- Giving praise and credit
- Setting and accomplishing goals

## Teamwork

- Making decisions with others
- Respecting others
- Eliciting input and providing feedback
- Developing rapport
- Sharing credit/cooperation
- Interacting effectively
- Collaborating in diverse or multicultural environment
- Meeting team expectations
- Perceiving feelings, situations
- Listening to others

## Problem-Solving

- Anticipating potential problems
- Defining problems & possible causes
- Identifying and selecting solutions
- Creating innovative approaches
- Involving group members in problem-solving
- Developing plans to implement solutions
- Establishing general principles
- Teaching/training others
- Solving problems/mediating Implementing sound decisions

## Research

- Forecasting/predicting
- Designing an experiment
- Imagining alternatives
- Identifying resources
- Extracting important information
- Defining needs
- Development strategies
- Formulating conclusions
- Conceptualizing ideas
- Observing and discovering
- Analyzing information
- Presenting findings
- Learning new tools/techniques

## General Work

- Managing time
- Setting and meeting deadlines
- Accepting responsibility
- Enlisting help
- Editing/proofing
- Negotiating/persuading
- Seeking opportunities for professional growth
- Taking initiative
- Managing time and stress
- Responding well to feedback
- Remaining calm under pressure