



DAVISCONNECTS

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RESUME GUIDE

RESUME AND PURPOSE

A resume is a document that presents a person's background, skills, and accomplishments, typically for the purpose of being invited to an interview and ultimately securing employment or selection for the desired opportunity.

RESUME VS CV

A resume is a more concise summary of your skills for a specific position and should generally be a single page, especially early in your career. A CV is a full history of your academic credentials and will likely be longer than a resume and mainly used for fellowship applications, postdoctoral positions, and teaching/research positions. Sometimes the terms are used interchangeably, but you most often will be submitting a resume.

RESUME SECTIONS

There are a few mandatory sections on every resume, and many optional sections. Typically, you will start with your name and contact information at the top of the page. When you are a student, this is followed by your education. As a Colby College student, this should be the first school you highlight and below that you can include your high school as a first or second year student. Next you will put your work experience, volunteer experience, etc. You may update the section headers to reflect your own personal experiences. Additional sections can include: language skills, technical skills, laboratory skills – but these should be unique or specific to the roles for which you are applying.

MANDATORY:

These sections are typically ordered as shown below.

Contact information: Name, address, phone number, email, LinkedIn URL (optional, if you have a strong profile) - *We recommend using your Colby address and email in most cases. Your name is typically in a larger font size than the rest of your text so it is easy to identify.*

Education: Colby College should be listed first and you may include high school as an underclassmen or if your high school has a strong network that might be advantageous to keep on the resume. You can also include study abroad experiences here. See an example of how to reflect your educational experiences here:

Colby College, Waterville, ME
Major: Science, Technology, and Society
GPA: 3.8

Bachelor of Arts, May 2024

Professional Experience: This could include summer internships, seasonal or year round jobs, in person or remote jobs, paid or unpaid experiences. You will see how to present these experiences later in the guide.

OPTIONAL:

Optional sections will vary for every person. These are some of the common optional sections but you may include other section headers that are not listed here but are more appropriate for your experience. You may also find your experience could fit into multiple sections. It's best to choose one section that seems most appropriate for each experience and not take up space repeating the same role.

Relevant coursework: This should go under “Education” and include 3-6 courses that are relevant to the specific role to which you are applying. This should be used when you do not have enough professional experience in the area of work in which you are seeking employment, but you want to demonstrate your knowledge through coursework. Make sure you are updating this section for each position as not all courses will apply to all roles.

Honors: This could also fall under “Education” and include any awards like: Dean’s List, Presidential Scholar, Mitchell Scholar, Posse Scholar, etc. This would not include common awards from high school like National Honor Society, but could include unique awards specific to your career interests.

Leadership experience: Leadership experience could include being a captain of a varsity sports team, student government/council roles, club leadership, managerial roles from your professional roles, etc.

Civic Engagement: This would reflect any work you’ve done in your community prior to Colby or during your time here. The Office of Civic Engagement has many opportunities for engagement like Colby Cares About Kids (CCAK).

Volunteer experience: This may overlap or interchange with Civic Engagement but includes any unpaid experience with a non-profit organization inside or outside the United States. Perhaps you’ve done an alternative spring break with your class to teach children English or build a school.

Activities: This is a broad section that may include extracurricular activities like: intramural sports; clubs (International Club, Colby Outdoor Club); or on campus organizations like Oak Student Committee. For this section you may simply list the activities or go more in depth about your role.

Athletics: If including an athletics section, keep it to varsity athletics. If you have experience both in college and high school, only include the college athletics as it is understood that you also participated in high school. This section could stand on its own or be listed under the respective educational institution where you participated.

Skills: Skills should be focused on technical, foreign language, laboratory skills. Avoid including: Microsoft Office, Apple products, Google Suite, etc. unless the job description specifically asks for those skills. Keep it to unique skills or skills that are specific to an industry you are hoping to

enter. This section may also simply list the skills rather than going into depth.

Online Portfolios: Those seeking creative opportunities should include a link to your online “landing space” on your resume. This could be: a link to an online portfolio; a beautiful Instagram feed; Tumblr blog highlighting your various projects and research; writing samples; and awards. Double check that your online presence is professional. Set your social media settings to private. If an employer sees an inappropriate photo, this could be detrimental to your chances of being called for an interview.

CREATING YOUR CONTENT

Your early career resumes should be no longer than one page with the main content being in a size 10-12 traditional font with 1” margins. The content under each section is typically organized in reverse chronological order.

Begin with a blank Word document and list out your involvement in any experience that falls under a section mentioned above. Make sure you include: **Your Role**, *the organization*, the location, and the dates for each experience.

For example:

Swim Coach , <i>East Boston YMCA</i> , East Boston, MA	Summers 2018-2020
Science Tutor , <i>Independent</i> , San Francisco, CA	September 2017-May 2020
Class Treasurer , <i>South High School</i> , Denver, CO	September 2019-May 2020
Building Volunteer , <i>Habitat for Humanity</i> , Tampa, FL	July 2016-August 2019

ADDING CONTENT

Next, craft bullet points to create content for each experience. Try to come up with at least two bullet points for each. Start each with a strong action verb (avoid passive verbs like: assisted, helped, worked as), quantify your responsibilities and impact or “result” on a situation whenever possible, and avoid using full sentences. Click [here](#) for a list of strong action verbs.

Weak bullet point:

Swim Coach, *East Boston YMCA*, East Boston, MA Summers 2018-2020
- Helped kids learn to swim

Stronger bullet point:

Swim Coach, *East Boston YMCA*, East Boston, MA Summers 2018-2020
- Improved swimming techniques and speed of swimmers through demonstration and instruction to classes of 20 children ages 8-16

The stronger bullet point includes your impact/result -- *you improved speed and techniques* -- while also quantifying that impact and further demonstrating your level of responsibility -- *you were responsible for 20 children at a time of a certain age.*

STAR / SAR METHOD

As you gain more experience, you may want to adapt the **SAR method** for your resume bullet points, that is Situation, Action, Result.

Situation: The position and your core responsibilities or challenges.

- I served as the Class Treasurer for my high school senior class which had to cancel many events the prior year due to lack of funding.

Action: Provide details about the actions you took to deal with that issue, including whether your efforts involved acting alone or in concert with other members of the team.

- I preemptively evaluated our budget and communicated with partner clubs their need for additional fundraising for their events.

Result: Document the actual results that you achieved, including real numbers whenever possible.

- Every club was able to hold their events without compromising on production quality due to lack of funding and we had \$250 excess for our class.

Bring it all together: Combine each step of the process into a single bullet point.

- Preemptively evaluated senior class budget, working with partner clubs to identify fundraising needs and ultimately coming in \$250 under budget while allowing all clubs to execute their desired events.

COMMON EXPERIENCES EXAMPLES

Don't feel you have enough resume-worthy content? Don't worry, nearly every opportunity you've had offers you transferable skills for future roles. Check out some of the common experiences many people enter college with below. You can work from the sample bullet points to craft your own. Make sure to enter the appropriate organizations, locations, and dates for each.

Babysitter/Childcare Provider

- Engaged 3 kids, aged 2-7, by reading books, teaching words/colors/numbers/letters, making art, playing games, sports and puzzles
- Prepared meals and snacks for children
- Organized and monitored playdates with 3+ other families per week
- Oversaw health and safety of kids and reported any incidents to parents

Server

- Maintained a welcoming and friendly attitude, contributing to a teamwork-based environment
- Provided impeccable customer service and prompt response to 15+ guests' needs per shift
- Offered meal recommendations based on customer dietary restrictions and knowledge of menu items

Retail/Grocery Worker

- Welcomed and served 50 customers per shift, earning employee of the month 3 times in one year
- Processed sales and balanced register daily
- Replenished merchandise and set up displays

Camp Counselor

- Planned and facilitated 4+ activities per week for campers ages 8-16
- Supervised, mentored, and lived with a group of 20 campers in a cabin for 2 weeks at a time
- Communicated any concerns to camp leadership or campers' parents
- Mediated disagreements amongst campers and encouraged positive relationship building

RESUME TEMPLATES

Once you have completed your bullet points for each experience, transfer everything to a resume template. DavisConnects has one you can download.. You may also find some in Microsoft Word or through various Internet sources.

Templates are useful because they are preformatted which helps with keeping things looking clean, organized, and appropriately spaced and saves a lot of time and frustration. They also take the guesswork out of how to organize your information, although you are not required to follow their guidance on how section headers should be ordered.

If you are pursuing more **creative opportunities**, you can create your own resume template in Adobe InDesign. Using InDesign will give you the most control. Lynda.com (now LinkedIn Learning) is a great place to take a tutorial. Be aware that purchasing or downloading templates can be frustrating, but you can outsmart the template! Be sure to make each section do what you want it to. You can adjust boxes, guidelines, fonts, colors, etc. There are also resume templates available on Etsy, Canva.com, Microsoft Office, and Google Docs.

MASTER VS TARGETED RESUME

As you build out your resume with different experiences, some will become more relevant than others for your future career goals and opportunities you are seeking. You should keep a master resume with all of your experiences for your own reference but select only the relevant opportunities to highlight in your targeted resumes for specific opportunities.

Tips for targeting:

Utilizing the job description for the role you are applying to is a great way to find out the best skills and knowledge or experiences to highlight.

- Make sure you are using the “buzzwords” or skills they use in the job description. Don’t copy the phrases word for word but integrate them into your own experiences as appropriate. This will help you if the company uses artificial intelligence software or applicant tracking systems in addition to the reader comparing your qualifications against the job description.
 - Organize your information to highlight the most relevant experiences first. For example, if the role requires leadership skills, create and/or locate the “Leadership Experience” section towards the top of your page.
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VMOCK

When you have completed a draft of your resume, you can always consult with your DavisConnects Advisor, but for more immediate feedback go to <http://www.vmock.com/colby>. Enter your first.last@colby.edu email address for free access to upload your resume for an immediate score and feedback on how to improve it. Your score will indicate if your resume needs work, is good, or great and you can continue to upload new resumes to achieve higher scores based on VMock’s feedback.

SAMPLES

Take a look at the following samples for additional tips and examples of targeted resumes.

Mule Resume

4000 Mayflower Hill, Hamilton, MA | (207) 8594000 | mule.resume@gmail.com | [LinkedIn](#)

EDUCATION

Colby College, Waterville, ME *Bachelor of Arts*, May 2023
Major: History; Minor: Art **GPA: 3.8**
Honors: Bunche Scholar, Dean's List
University of Seville & Council on International Educational Exchange, Seville, Spain Spring 2022

EXPERIENCE

Colby Island Campus, *Head Research Fellow*, Allen Island, Maine June 2022- Present

- Investigate how New England-fished salt cod informs success of Caribbean plantation complex
- Manage experience of 3 other Fellows, including schedules, expectations, deadlines
- Enhance experience of 20+ visitors per day, including Colby faculty and local organizations by greeting, leading tours, and sharing island history

Outdoorly, *Business to Business Sales and Marketing Intern*, New York, June 2021 - August 2021

- Partnered with 10+ businesses including Wild Rye, AlphaPak, Wondery, Slate Milk, and Ombraz Sunglasses
- Pitched Outdoorly's business model in 15+ meetings to attract new partners
- Represented Outdoorly at Outdoor Retailer trade show in Denver, CO and generated 30+ leads

Outdoorly, *Business to Consumer Sales and Marketing Intern*, New York, New York January 2021

- Facilitated partnerships between Outdoorly.com and 40+ land trusts nationwide (Save the Redwoods League, Natural Lands Trust, others)
- Created infrastructure to track B2C outreach company-wide, increasing customer base by 100+ users in 3 weeks

Colby College, *Colby Fund Student Ambassador*, Waterville, Maine November 2019 - March 2020

- Controlled 200+ alumni relationships, portfolios, via phone calls, texts, and mailings to support initiatives including \$750M Dare Northward campaign to support institutional goals
- Led donor appreciation projects for 200+ donors through thank-you notes and calls to boost retention

LEADERSHIP & CIVIC ENGAGEMENT

Central Maine Children's Discovery Museum, *Volunteer*, Waterville, Maine September 2021 - Present

- Boosted access to opportunities for arts and sciences through fundraising efforts, marketing campaigns, and long-term curriculum planning
- Designed and assisted weekly programs for 45+ Waterville youth to learn about science, including Rad Robots and Einstein Time

Equestrian Club, *Co-President*, Colby College, Waterville, Maine September 2021 - Present

- Secured \$15,000 in funding for student lessons and team costs
- Communicated with Equestrian coach to organize lesson schedule, arrange payment, and mitigate conflicts
- Voted on funding, policies, and trainings as representative to Colby Club Sport Council

SKILLS

Excel, Powerpoint, and PhotoShop, ArcGIS, StoryMaps, MailChimp, Pipeline, Microsoft Word Office

INTERESTS & LANGUAGES

Interests: Skiing, hiking, camping, travel, soccer, horseback riding, Boston sports, film photography

ELLIOT MULE

(207)-313-4000 • chad.mule@colby.edu • [LinkedIn](#) • [GitHub](#)

EDUCATION

Colby College, Waterville ME

Bachelor of Arts, May 2025

Major: Computer Science, *Minor:* Cinema Studies

GPA: 3.82

Relevant Coursework: Empirical Software Engineering, Software Engineering, Programming Languages, Data Analysis & Visualization, Data Structures and Algorithms

PROFESSIONAL EXPERIENCE

Research Assistant, Huffman Spatial Cognition Lab, Waterville, ME

September 2021 - Present

- Research the relationship between human spatial navigation in virtual reality and real-world data by conducting navigation experiments on Colby campus with an iOS app built with SwiftUI
- Improve users' experience and engagement by revamping front-end UI/UX with Figma mockups and participant testing, increasing users' engagement by 20%
- Manage and scale data storage with Firebase Realtime Database, reducing data loss by 30%
- Increase experiment outreach by 33% to reach a total of 1,500 participants by integrating Google Maps and MapKit APIs

Full-stack developer Intern, Foundation for Quality India, Bengaluru, Karnataka, India

March 2020 - April 2020

- Spearheaded Android development of a Covid-19 Family Survey Android App, granting equitable app access to 7+ hospitals and surveying family health history of 700+ patients in Bangalore
- Analyzed users' feedback and improved UI usability with Figma wireframes, leading to a 35% increase in app ratings
- Partnered with a cross-functional team to drive promote app launches
- Led a team of 3 developers in Android app development, providing guidance and support to achieve project milestones and deliverables

LEADERSHIP EXPERIENCES

Co-founder, DonateAPlate, Bengaluru, Karnataka, India

August 2020 - Present

- Created a platform to deliver a sustainable solution aimed at addressing food waste and insecurity in Karnataka, India, decreasing food wastage by 20% in Yelahanka
- Implemented and deployed an Android mobile-cloud platform, currently being utilized by over 10 restaurants and NGOs in the region
- Engineered backend hosting infrastructure utilizing Firebase and Google Cloud, ensuring 99% uptime and seamless operation for a database of over 1000 orders and pickups
- Spearheaded project delivery to drive adoption and awareness, resulting in a 200% increase in meals donated to local shelters and charities

Founder, Bubble, Bengaluru, Karnataka, India

June 2020 - July 2020

- Implemented Material design and integrated Picasso library to enhance user interface (UI) of app, ensuring compatibility with Android 12
- Utilized AsyncTask, Thread, and Handler to enhance app's performance, resulting in a 30% improvement in app loading speed and a 25% decrease in user reported crashes

TECHNICAL SKILLS AND LANGUAGES

Proficient: Python, Swift, SwiftUI, Java, Kotlin, NodeJS, Flask, HTML/CSS, JavaScript, Microcontrollers (Raspberry Pi and Jetson Nano), OpenCV, IoT

Languages: English, Hindi, Kannada

Interests: Club Basketball, Cinema and Film Production, Colby South Asian Society

KJ MULE

4000 Mayflower Hill Drive, Waterville, ME | 313-433-1508 | mule.isabella@colby.edu | [LinkedIn](#)

EDUCATION

Colby College, Waterville, ME **Bachelor of Arts, May 2026**
GPA: 3.50
Major(s): Spanish
Sample Coursework: Anthropology: Amazonia on Fire, Ecology in Maine, Jewish Studies: Purpose and Practice in Nonprofit Organizations, and Spanish for Heritage Learners

University Liggett School, Grosse Pointe, MI **June 2022**
Sample Coursework: Environmental History, Advanced Spanish, Biochemistry, English: Dream and Disillusionment, Pre-Calculus, and Advanced Art: Art Studio 3

WORK EXPERIENCE

Tennis Instructor, Liggett Day Camp, Grosse Pointe, MI **Summer 2022**

- Led 5+ customized and specialized drills for 12+ underachieving players, improving overall team performance by 75%
- Planned and facilitated 7+ amounts of drills, 2+ team games, and 5+ accountability seminars for 100+ players, aged 5-11 years, increasing overall team sportsmanship by 200%
- Leveraged experience in positive reinforcement, reward system, musical entertainment planning, healthy competition, boosting team spirit by 200%

Sales Associate, Allemon's Landscape Center, Detroit, MI **August 2021 - September 2023**

- Communicated 20-30 customer requests per week to floral designers
- Improved store's revenue by promoting 10+ walk-in sales per shift
- Ensured a clean and pleasant store environment which boosted customer retention
- Collected 30+ customers delivery requests through 30+ amount of phone calls and walk-ins per shift, contributing \$3,000+ per shift in revenue
- Collaborated with delivery team to coordinate drop offs, receiving a 95% customer satisfaction rate

Nanny, Self-Employed, Grosse Pointe, MI **June- August 2021**

- Curated beneficial activities indoors and outdoors for a maximum of 3 children, aged 8 months- 8 years, 40 hours per week
- Managed high pressure situations while ensuring client satisfaction and valuable learning experiences

LEADERSHIP ACTIVITIES

Diversity, Equity, and Inclusion Club, Grosse Pointe, MI **August 2021- June 2022**
Leader of the Student Diversity, Equity, and Inclusion Club

- Co-founded a student-lead affinity group focusing on creating a safe space for BIPOC and low-income students and advocating for positive change on campus
- Facilitated weekly town halls for 10+ students to share incidents of discrimination, microaggressions and racism
- Using findings from town halls, recommendations were made to High School leadership resulting in University Liggett School hiring a DEI coordinator in June 2022

EXTRA-CURRICULAR ACTIVITIES

Spanish Club and Students of Black and Latino Unity

SKILLS

Technical Skills: Familiarity with Prezi, Microsoft Excel Word, and Microsoft Excel Spreadsheets

Languages: Spanish and English

Sample Resume

[Linkedin profile](#) • 207-000-1234 • 4000 Mayflower, Hill, Waterville, ME 04901 • herrmann@Colby.edu

EDUCATION

Colby College, Waterville, ME **Bachelor of Arts, May 2023**

Majors: Economics, concentration in Financial Markets

GPA – 3.54

Sample coursework: Principles of Microeconomics, Econometrics, Economics of Land Use, East Asia Cultural Synthesis, The American Presidency, Organic Chemistry, Quantitative Analysis and the Platypus, Advance Topics in Political Thought, Bastian's Nemesis

Wall Street Prep – Financial modeling course. **Fall 2021**

American University of Sharjah, Sharjah, United Arab Emirates **Spring 2022**

Relevant Coursework: International Monetary Economics, Fundamentals of Financial Accounting, Arabic Language

WORK EXPERIENCE

J.P. Morgan, New York, NY **Summer 2022**

Global Wealth Management Summer Analyst

- Pitched investment ideas to GIO team members and senior investors weekly
- Managed a \$10M paper portfolio and generated 6% absolute return over 8 weeks
- Utilized Bloomberg, Excel and firm databases to conduct market research
- Built up a strong knowledge base of investment solutions across asset classes

Colby Student Investment Association, Waterville, ME **2020-Present**

Member

- Researched and pitched investment ideas to portfolio committee for potential buys
- Completed 10-week Seminar Series taught by finance professionals across sectors and roles
- Competed in trading contest with real-world simulation of the stock market

Colby College Sports Information, Waterville, ME **September 2020 - May 2021**

Sports Commentator

- Reported live color and play-by-play commentary for broadcasted collegiate athletic events
- Generated analysis and interview questions for halftime show

LEADERSHIP EXPERIENCE

Colby Center for Teaching and Learning, Waterville, ME **May 2020- May 2021**

Quantitative Reasoning Tutor

- Lead study group sessions for Introduction to Quantitative Reasoning and Principles of Microeconomics
- Worked with professors to help solidify students' knowledge of course materials
- Provided one-on-one tutoring service when requested through the CTL

Entertainment Board, Colby College, Waterville, ME **Spring 2021 - Present**

Tenured Board Member

- Selected as one of twelve tenured members selected through an extensive application process including individual and group interviews
- Managed a \$150,000 annual budget to bring diverse entertainment to the Colby College community (e.g. Janelle Monáe, Guster, and Upright Citizens Brigade)
- Negotiated directly with talent agents to determine pricing and contracts

SKILLS

Computer: Proficient in Microsoft Office Suite, advanced Excel, STATA, SQL, Python

Languages: Proficient in German, French- Exposure to Spanish

Taylor Mule

[Linkedin profile](#) • 207-000-1234 • 4000 Mayflower, Hill, Waterville, ME 04901 • jmule@colby.edu

EDUCATION

Colby College, Waterville, ME

Bachelor of Arts, May 2024

Major: Neuroscience (Psychology) & Government; Minor: Chemistry

GPA: 3.7

Sample Coursework: Series/Multivar Calculus, Research Methods & Statistics, Race & Democracy in D.C., Biological Basis of Behavior, Neural Plasticity, Immunology, Latin American Politics

WORK EXPERIENCE

Intern, Public Defenders Office of Santa Clara County, San Jose CA

June 2022 - August 2022

- Analyzed and gathered evidence in discovery for 15+ MH Diversion clients (e.g. C-Files, police reports, 911 calls, RAP sheets, clientele meetings) to write motions for nexus between allegation and DSM-5 diagnosis, diverting clients out of prison and into treatment facilities
- Strategized future motions by observing and recording 4-6 hr dockets of Hon. Stephen V Manley and Hon. Erica R. Yew for Young Adult-Deferred Entry of Judgment Court
- Dissected 28+ hours of body-worn-camera footage for a prominent homicide in San Jose to plead NGRI, and subsequently not competent to stand trial (finding cues and symptoms of diagnosis from both defendant and bystanders and/or victims involved)

Intern, Congressional Campaign Office of Marilyn Strickland, Tacoma WA

May 2020 - August 2020

- Executed 100+ calls/day cold-calling constituents; entered competition, donation data into Excel
- Persuaded unsatisfied voters on issues including healthcare, diversity in politics, etc., resulting in election of first Korean American and first Black Congress member from WA

Hospice Volunteer and Adult Bereavement Facilitator, HVWA, Waterville ME

October 2022 - Present

- Alleviate any household needs of family and offer comfort for hospice patients
- Lead grief support groups of 10+ (3 hr/week) for various groups (e.g., suicide survivors)
- Facilitate post-session one-on-one support for group members

LEADERSHIP ACTIVITIES

Head Learning Assistant, Colby College, Waterville, ME

January 2022 - Present

- Partner with 6+ professors over a semester to clarify expectations of learning department as well as meeting academic needs of students (i.e., academic warnings)
- Spearhead immediate feedback to professors after lectures on precision, engagement, and comprehension to promote success of 120+ students
- Manage 6 Learning Assistants scorecard, including organizing tutoring sessions, office hours, and creating avenues for continuous feedback, enhancing efficient collaboration between professors and Center of Teaching and Learning (CTL)

Committee Coordinator, Oak Institute for Human Rights, Waterville ME

October 2020 - Present

- Orchestrate 7+ guest speakers- and 4+ events/semester related to the theme (Criminal Justice, Indigenous Rights, Health) to educate community members and promote advocacy
- *Search Committee Member* for the Annual Oak Fellowship - analyze 25+ applications (CVs, Resumes, References, Essays) to narrow down finalists with 7 professors across departments

EXTRA-CURRICULAR ACTIVITIES

Women's Indoor/Outdoor Track (25hr/week), Colby Jazz Band, Emergency Medical Technician (EMT)

SKILLS

Technical Skills: Microsoft (Word, Excel, Power Point, Teams), Zoom, Google (Meet, Drive, Calendar, Analytics); Proficient Spanish