



Creating a **DYNAMIC RESUME**

Preparing You For Life After OWU!

Career
connection

OHIO WESLEYAN

owu.edu/careers

PURPOSE OF A RESUME

and making a great first impression

Your resume is your marketing tool, often the first impression an employer will have of you. It should communicate relevant skills, experience, and knowledge relevant to the job in a concise, easy-to-read format.

First Steps

Evaluate the skills and knowledge that you have to offer an employer or graduate program. You should be able to answer the following:

- Who is my intended audience?
- What are my top skills? Pull from the OWU Strengths Assessment.
- Which experiences/activities relate most to the opportunity of interest?
- Have I demonstrated my accomplishments/strengths in my bullets?

Consider the following:

- What work or volunteer experiences have I enjoyed most?
- What classroom knowledge can I apply to a work setting?
- How has my involvement on campus enhanced my skills?

Key Tips

- Correct grammar, punctuation, and spelling are a must!
- Length is generally 1-2 pages (depending on your field).
- Dates are listed in reverse chronological order.
- List most important or relevant skills and experiences first.
- GPA is listed if 3.0 or above. Don't round up, but also avoid 3.7658.
- Use abbreviations sparingly.
- Present similar information consistently.
- Ethics apply. Be honest in all your communication!
- Use active verbs to describe relevant experiences.



Resume Action Verbs

Communication Skills

Addressed
Advised
Arbitrated
Authored
Clarified
Coached
Communicated
Corresponded
Developed
Directed
Drafted
Edited
Enabled
Explained
Facilitated
Guided
Informed
Influenced
Interpreted
Lectured
Mediated
Moderated
Motivated
Negotiated
Persuaded
Promoted
Publicized
Reconciled
Recruited
Spoke
Translated
Trained

Technical Skills

Adapted
Administered
Arranged
Assembled
Built
Catalogued
Calculated
Clarified
Compiled
Computed
Converted
Conserved
Designed
Developed
Devised
Dispatched
Engineered
Fabricated
Generated
Maintained
Marketed
Operated
Organized
Overhauled
Programmed
Projected
Remodeled
Repaired
Replaced
Solved
Specialized
Upgraded

Creative Skills

Acted
Collected
Critiqued
Conceptualized
Created
Designed
Developed
Directed
Extracted
Established
Fashioned
Founded
Generated
Identified
Illustrated
Implemented
Inspected
Instituted
Integrated
Introduced
Invented
Investigated
Modeled
Operated
Performed
Planned
Prepared
Processed
Researched
Revitalized
Summarized
Updated

Management Skills

Allocated
Analyzed
Appraised
Appointed
Assigned
Attained
Authorized
Balanced
Chaired
Contracted
Consolidated
Coordinated
Developed
Directed
Evaluated
Executed
Identified
Improved
Increased
Initiated
Organized
Oversaw
Planned
Prioritized
Produced
Recommended
Retrieved
Reviewed
Stimulated
Streamlined
Strengthened
Supervised

Resume Content

NAME

E-mail • Phone • City, State (optional) • LinkedIn (optional)

SUMMARY/PURPOSE (optional)

Include a statement describing your unique skills and attributes. You may include computer, language, laboratory, or other relevant skills. Explain what you can offer the employer.

EDUCATION/ACADEMIC PREPARATION

- Name of University | City, State
- Degree, Date Expected
- Major(s)/Minor(s) | Cumulative GPA
- Honors, Awards, Involvements

RELEVANT COURSEWORK (optional)

List titles of courses (can group by type of course, and can include lab experiences).

STUDY ABROAD/ INTERNATIONAL EXPERIENCE (optional)

EXPERIENCE

- Tailor the title of this section to the type of position for which you are applying. Examples: Teaching Experience, Research Experience, Relevant Experience, Work Experience, Internships, etc.
- List your experiences in reverse chronological order.
- Include the following for each position/activity: Position Title, Organization, City/State, Dates, and Bullets with further details.
- Can include paid and unpaid positions, internships, part-time experiences.
- Use ACTIVE VERBS to describe skills that were used, gained, or enhanced through the position.
- List specific accomplishments and quantify whenever possible.
- Integrate your strengths and weave them into the bullets.

LEADERSHIP/ ACTIVITIES

- Include the following: Organization, Position Held, Dates, and Accomplishments.
- Use ACTIVE VERBS to describe skills that were used, gained, or enhanced through leadership roles.

VOLUNTEER / COMMUNITY SERVICE

- Include the following: Organization, Location, and Dates. This information may be included in the EXPERIENCE section, if applicable.

What Not To Include

- Personal information - if it doesn't relate to how well you can do the job.
- "References available upon request."
- Photographs - unless relevant to your career field/industry.



Sample Resume #1

BOB BISHOP

bishop@owu.edu • 740-123-4567 • Delaware, OH 43015

SUMMARY

Energetic, creative, and personable Ohio Wesleyan student. Journalism major with strong writing, research, and communications skills. Takes initiative, is well-organized and has a demonstrated ability to follow-up and follow-through. Keen understanding of brand management, marketing, and social media. Comfortable creating video and marketing tools.

EDUCATION

Bachelor of Arts, Ohio Wesleyan University, Delaware, OH **Expected, May 2023**
Major: Journalism | **Minor:** Spanish | **GPA:** 3.82/4.0

STUDY ABROAD

University of Salamanca, Spain **September-December 2021**

- Completed courses in Spanish literature and history
- Lived with a local family and traveled throughout Spain

INTERNSHIP AND WORK EXPERIENCE

Social Media Intern, County Bank, Columbus, OH **May-August 2022**

- Created video and marketing tools for bank's social media outreach projects
- Worked with branch manager and marketing director to develop and implement new branding campaign; wrote blog and created advertising materials
- Monitored and tracked site analytics

Tour Guide, Office of Admission, Ohio Wesleyan University **September 2019- May 2021**

- Scheduled and gave campus tours to prospective students and their families; answered questions and represented the university in a positive, interesting manner
- Collaborated on special projects including the creation of a marketing brochure; compiled statistics regarding information used in the brochure

ACTIVITIES AND LEADERSHIP EXPERIENCE

Reporter and Photographer, The Transcript **August 2019-Present**

- Research leads and conduct interviews for published articles

Treasurer, Wesleyan Council on Student Affairs **January 2021-Present**

Co-Chair, President's Club **August 2020-December 2020**

- Plan and organize President's Ball for faculty and students

TECHNICAL COMPETENCIES

Computer: Proficiency in Photoshop, InDesign, photo editing, Lightroom, and various social media platforms

Language: Fluent in spoken and written Spanish

For help creating your resume, go to owu.edu/careers and click **Career Resources & Opportunities!** Bring your resume by **Slocum 207** during drop-in hours (M-Th 12 – 4:30 p.m.) to get it reviewed or make an appointment online in **Handshake!**

Sample Resume #2

Jane D. Bishop

123 Wesleyan Street, Delaware, OH 43015 • jbishop@owu.edu • 740-111-2222

CHEMISTRY RESEARCH ASSOCIATE

Determined and confident emerging professional with a passion for chemistry and understanding the puzzles behind matter and its properties. Well regarded by professors and supervisors for analytical abilities and strong work ethic in the lab and in life, having self-financed 100% of college expenses with over 40% in merit aid.

LAB SKILLS & ABILITIES

Polarimetry and Chromatographic Methods: Gas, Thin Layer, High Performance Liquid, and Column Experience with spectroscopy instruments: UV/Vis, Atomic Absorption, Fluorimeter, Infrared Absorption, Mass, and NMR

EDUCATION

Ohio Wesleyan University., Delaware, OH **Expected, May 2024**
B.A., Chemistry and Black World Studies

- Merit scholarships: Godman Scholarship, OWU Recognition Award, Excellence Award
- 2021 Theory to Practice Research Grant Recipient: evaluated water quality and studied the culture of the Maasai in Tanzania for 3 weeks
- OWU Varsity Track and Field Sprinter
- Related courses: General Chemistry I & II | Organic Chemistry I & II | Instrumental Chemistry Analytical Chemistry | Physical Chemistry | Physics I & II | Calculus I & II

SCIENCE-RELATED INTERNSHIPS

Abitec CORPORATION Columbus, OH **August - December 2022**
Research and Development Chemistry Extern

- Analyzed powdered lipids and their packaging from accelerated stability
- Studied encapsulation degradation by ATR FTIR, Particle size analyzer
- Performed chromatographic analysis of solid lipids
- Studied regulatory reviews relevant to ABITEC products

Nanophase Technologies Romeoville, IL **May - July 2022**
Sales, Marketing, & Business Development Intern

- Evaluated packaging through stability testing: WTVR
- Researched the benefits of Vitamin C to consumers who use products formulated with Solèsence© and presented findings to senior management
- Developed an online database of outsourced packaging and a market assessment of current over the counter drugs to assist in product development
- Outsourced packaging for newly developed over the counter drug

ADDITIONAL WORK EXPERIENCE

Ohio Wesleyan University Delaware, OH **August 2021 - June 2022**
Resident Assistant

- Organized educational, social and recreational programs for 40-350 residents including an innovative program with Delaware's first responders
- Created a safer community by enforcing the OWU Code of Student Conduct
- Advised residents while maintaining confidentiality

YMCA of Delaware Ohio Delaware, OH **May 2020 - July 2022**
Welcome Desk Leader

- Guided new and existing members to take advantage of club opportunities
- Maintained accurate records of transactions and shift activity

COMMUNITY INVOLVEMENT

- Mentor youth in the Delaware County Juvenile Detention system
- Avid sports fan and promotional model at Columbus Blue Jackets and Ohio State

Check out our website for access to many other resources including the **OWU Alumni Partners Program.**

To contact us email careers@owu.edu or call **740-368-3152.**