

# how to craft a RESUME that tells your STORY

## 1 LET THEM KNOW WHO YOU ARE.

Create a heading with your **contact information**, including your name, phone number, a professional email address, and a mailing address.

Make your name big and bold at the top of the page. You want it to stand out in a stack of resumes!

Experiment with the format of your resume so it looks clean, easy to read, and professional.

## 2 SHOW OFF YOUR EARLHAM COLORS.

Create an **education section**. You should include your college, its location (city and state), your major(s), any minors, anticipated graduation date, and your GPA if it requested. If you have relevant coursework, any honors or awards, or off-campus study experience, that information can go here as well.

Remember that education can be experience, too! If you worked on a class project in the community or learned a special research technique, you may want to include that information in your resume.

## 3 LET THEM SEE WHAT YOU CAN DO.

Develop a section for **experience**. This can include jobs, internships, volunteer work, and even offices held in student organizations. For each experience, include your position title, the organization name, location, dates, and bullet points describing your accomplishments and/or responsibilities. Start each bullet point with an action verb, to show you were actively involved in your work.

*Center for Global and Career Education*  
LBC Main Floor  
[earlham.edu/cgce](http://earlham.edu/cgce)

## GET WRITING.

Check out some of our favorite **resume action verbs** to start putting your experiences into words:

Assisted	Coordinated	Devoted	Formulated	Influenced	Motivated	Performed	Published
Accomplished	Created	Encouraged	Fulfilled	Launched	Negotiated	Pioneered	Pursued
Advanced	Developed	Earned	Generated	Lobbied	Observed	Planned	Redesigned
Conducted	Delivered	Enhanced	Gained	Maintained	Obtained	Prepared	Reengineered
Consulted	Designed	Evaluated	Identified	Managed	Operated	Presented	Reorganized
Contributed	Defined	Examined	Implemented	Marketed	Organized	Promoted	Trained
Committed	Diversified	Facilitated	Improved	Maximized	Oversaw	Provided	Transformed

## First and Last Name

Current address, city, state and zip code

Phone number (including area code) | professional or school email address

### EDUCATION

**Earlham College**, Richmond, IN

Bachelor of Arts

Expected May 2018

Major(s), Minor(s), Integrated Pathway(s)

Any academic awards or scholarships—Dean’s List, Service Award, etc.

**Waseda University**, Tokyo, Japan

Jan 2014—May 2014

Off-Campus Study

Awards or scholarships, if applicable

Skills gained through internship or other off-campus study experiences

### RELEVANT EXPERIENCE

**Position Title**

Dates of Employment (Month Year—Month Year)

*Company Name, Location*

- Using action verbs and examples, describe skills you obtained, as well as specific accomplishments.
- Describe your leadership roles or how you contributed to your work team.
- If possible, give examples of the results or products of your work.
- Think in terms of skills you gained that would benefit the company, such as “thrived in high pressure, fast paced work environment” or “provided excellent customer service to diverse populations.”
- Ensure that the experiences you include are related to the positions for which you are applying.

**Peer Career Coach** (Example)

August 2018—Present

*Earlham College, Richmond, Indiana*

- Assist college students in developing resumes and cover letters by providing constructive feedback.
- Plan and develop workshops and events in a collaborative team environment, including a career fair attended by 50+ employers and 150+ students.
- Design and create career guides used by coaches in appointments.

**Be concise!** Resumes should be just one page long. Include only your most relevant experience.

### CAMPUS INVOLVEMENT

**Position in Organization**

Dates of Affiliation (Month Year—Month Year)

*Company Name, Location*

- Volunteer experience can be very valuable in the job search. Include skills and experiences you’ve developed through service.
- Describe in bullet points what you helped accomplish within the organization.
- Quantify your experience if possible: “helped raise over \$2,000 in funds for cancer research” or “collaborated with a team of 4 students to plan and market an event which attracted over 1,000 attendees.”

### SKILLS

- Include relevant computer skills, technical skills, or lab techniques. (Microsoft Word, Excel, Power Point, SPSS, GIS, etc.)
- If you speak multiple languages, include all languages spoken and proficiency level (basic, conversational, proficient).
- Include any other skills or certifications that are applicable to the position. Check the job description to see what the employer wants!

### OTHER POSSIBLE SECTIONS (Use if applicable)

- Tailor your headings to work for you! You do not always need to use the headings listed here.
- Examples: International Experience, Professional Affiliations, Conference Presentations, Community Involvement, Technical Skills, Laboratory Skills, etc.
- Be creative with the sections to show that you are the most qualified candidate for the job!