

# RESUME



A resume is a one-page summary of your academic, employment, and co-curricular experiences.

The main purpose of your resume, along with a cover letter, is to get you in the door for an interview. This is your first impression to an employer.

## TIPS FOR SUCCESS

**Experiences**—For each significant experience describe your specific duties and responsibilities.

- Describe actions taken and concrete results
- Identify interpersonal or technical skills used
- Provide examples of tasks or projects, including quantified information (number of children taught, size of budget managed, etc.)
- Include any significant accomplishments, achievements, or awards.

**Keywords**—Many employers scan and store resumes into databases which are searched by “keywords” to identify candidates with the skills, experience, and educational background sought for specific positions. Make sure keywords used in the job description are incorporated into descriptions.

**Common Jargon**—Whenever possible, use common or accepted jargon (e.g., MS Word, MS Excel, Access, Mac OS, Java, HTML, etc.). The more you use, the more likely the reader will pick up on important transferable skills you possess.

**Keep it Simple & Clean**—Avoid parentheses, underlining, graphics, abbreviations, borders, italics, lines, columns, or brackets.

## FORMAT

- Use one font style throughout the entire resume (Arial, Helvetica or Tahoma).
- Use a font size of 10 to 12.
- Left justification only. Margins should be between 0.5-1” on all sides.

### What is a CV? How is it different from a resume?

A Curriculum Vitae (CV) is a detailed synopsis of your educational and academic background as well as teaching and research experience, publications, presentations, awards, honors, and affiliations. In the U.S., its purpose is to outline your credentials for an academic position, fellowship, or grant. A CV can be 2-4 pages in length.

## ACTION WORDS

Achieved	Condensed	Engineered	Invested	Programmed	Secured
Addressed	Conducted	Ensured	Investigated	Promoted	Selected
Administered	Controlled	Established	Launched	Proposed	Settled
Advised	Coordinated	Evaluated	Led	Proved	Shaped
Analyzed	Created	Expanded	Liquidated	Provided	Simplified
Anticipated	Cultivated	Expedited	Localized	Published	Sold
Appointed	Decentralized	Facilitated	Located	Purchased	Solved
Appraised	Decreased	Forecasted	Maintained	Recommended	Specified
Approved	Defined	Formed	Managed	Recruited	Standardized
Arranged	Delegated	Formulated	Marketed	Redesigned	Stimulated
Assessed	Demonstrated	Founded	Minimized	Reduced	Streamlined
Audited	Designed	Generated	Modernized	Regulated	Studied
Avoided	Determined	Graded	Monitored	Rejected	Supervised
Bought	Developed	Guided	Negotiated	Related	Supported
Built	Devised	Hired	Obtained	Renegotiated	Surpassed
Calculated	Directed	Identified	Operated	Reorganized	Surveyed
Centralized	Distributed	Implemented	Organized	Reported	Taught
Collaborated	Documented	Improved	Performed	Researched	Tested
Combined	Doubled	Improvvised	Planned	Resolved	Tightened
Communicated	Drafted	Increased	Prepared	Reviewed	Tripled
Complied	Edited	Initiated	Presented	Revised	Utilized
Composed	Eliminated	Inspected	Prevented	Revitalized	Wrote
Computed	Employed	Instructed	Processed	Saved	
Concluded	Enforced	Interviewed	Produced	Scheduled	

# INFORMATION TO INCLUDE

**Heading**—Your full name, address, email, and phone number.

**Education**—List Fitchburg State University, year of graduation, major, minor, and concentration, awards and honors, GPA (if over 3.0). Study abroad institutions should be listed separately. Include previously earned degrees, like an Associate, below FSU,

**Experience**—If possible, organize your experiences into categories (Internships, Volunteer, Employment). Include your job title, name of organization, dates, and city, state.

**Athletics**—If you are a member of a varsity sports team, indicate your participation.

**Leadership**—Include title and dates of any leadership roles you have held.

**Campus Activities**—Note any organizations to which you belong.

**Skills**—List any computer, language, or laboratory skills as well as certifications.

## Neatness Counts!

No typos, grammatical errors or misspellings. Do not rely on 'spell check' function to catch all errors. Aim for a "visually-pleasing" uncluttered appearance. Try using bullet points for a sense of visual balance.

## Sam Sample

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[Sam.Sample@mail.com](mailto:Sam.Sample@mail.com) | [www.linkedin.com/in/SampleSam](http://www.linkedin.com/in/SampleSam)

### EDUCATION

**Fitchburg State University**, Fitchburg, MA May 2021  
Bachelor of Science in Business Administration, Concentration in Marketing  
Cumulative GPA: 3.4/4.0

### INTERNSHIP EXPERIENCE

**Enterprise Rent-A-Car**, Leominster, MA May 2019-August 2019  
*Management Trainee Intern*

- Delivered high quality customer service in a fast-paced, sales-driven team
- Ranked 7<sup>th</sup> out of 25 interns in the region for sales
- Collaborated with Sales Coach to expand marketing plan through social media and local business outreach

**Life Long Learners**, Fitchburg, MA September 2018-May 2019  
*Development Intern*

- Solicited contributions for literacy program that collects/distributes age-appropriate books to children in 4 countries by organizing book drives and developing social media campaigns
- Developed and maintained database of donors that exceeded 1,000 individuals
- Organized Internet outreach campaign that reached over 3,000 potential donors

### WORK EXPERIENCE

**LaLa Music Festival**, Boston, MA May 2018-August 2018  
*Event Staff*

- Oversaw ticket collection and t-shirt sales at event with 6,000 attendees
- Assisted in setup and breakdown of event
- Provided quality customer service to attendees by answering questions and addressing concerns.

**Happy Cup Coffee House**, Clinton, MA June 2017-December 2018  
*Barista*

- Served beverages at high traffic café and developed expertise in creating monthly specials and customer incentives to increase monthly sales by 5%
- Efficiently and accurately operated cash register during peak hours
- Provided quality customer service

### ACTIVITIES

**Japanese Chat Club**, Fitchburg State University, Fitchburg, MA January 2018-Present

- Participate in weekly meetings to practice Japanese fluency and learn about Japanese culture

**Children's Literature Book Club**, Fitchburg, MA September 2016-September 2017

- Assisted in the creation of the book club hosted through the local library
- Built membership through word of mouth and social media marketing

### SKILLS

**Social Media:** Facebook, Twitter, LinkedIn, Pinterest, Snapchat

**Computer:** HTML (intermediate), JAVA (beginner), Microsoft Office Suite

**Language:** Japanese (advanced spoken and written)