

ANATOMY OF A RESUME

SIDE 2: GUIDE. Bring information from side 1 together and use the template and tips below to build your resume. You can download a sample template from the Career Services website by clicking on “Templates & Guides”.

JACK KEVORKIAN

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Driven, detail-oriented leader with superior organization and interpersonal skills, experienced in administration and retail and seeking a position in the field of sports management or accounting.

EDUCATION

Centenary College, Hackettstown, NJ
Bachelor of Science, Business Administration; GPA: 3.8/4.0
Minor: Accounting; Concentration: Sports Management

Anticipated Date: 2014

WORK EXPERIENCE

Centenary College Career Center, Hackettstown, NJ 2011 – Present
Assistant to the Coordinator

- Prepare spreadsheets; maintain files on work-study students
- Organize and update binders; assist with creating folders for controlling work-study program

Company Name, Town, State 2009-2010
Job Title

- Trained and monitored support staff; created work schedules, evaluated employee performance
- Managed purchasing of supplies and designated bin and fixture placement

Another Job of Yours, Town, State Summers 2007, 2008
Your Job Title

- Provided prompt and efficient customer service
- Assisted with annual inventory and product replenishment

COMMUNITY OUTREACH

CPR Trained, Hackettstown Regional Medical Center Certified 2012
Coach, Lakeland Soccer Team, Ages 11-14, Lakeland, NJ 2011 – Present
Community Plunge Volunteer, Blue Moon Apple Orchard May-June 2012

LEADERSHIP/ACTIVITIES

Centenary College Fashion Club, President 2011-Present
Centenary College Black Retail Action Group (B.R.A.G.), Treasurer 2008-Present
Centenary College Circle K Club, Member 2011-2012

NOTEWORTHY SKILLS

Language: Spanish (Fluent); French (conversational)
Technology: MSWord, Power Point, Excel, Publisher; Social Networking; Adobe Photoshop; SPSS; QuickBooks

CONTACT INFORMATION & OBJECTIVE

If the job is local to your school, use your school address. If the job is closer to your hometown (and you live out of state), use your home address. Write your objective below - it should be no longer than 1-2 phrases. Avoid cliches and empty descriptors such as “good”, “creative”, or “results-oriented”.

EDUCATION & EXPERIENCE

Be sure to include the exact title of your degree; include your GPA if it is over 3.5. Use active voice when writing job duties and start with an action verb:

ACTION VERB EXAMPLES:

Advise	Analyze	Assist	Administer	Arrange
Contribute	Coordinate	Create	Compute	Collaborate
Compile	Design	Devise	Delegate	Develop
Direct	Evaluate	Faciliate	Help	Manage
Organize	Plan	Prepare	Represent	Resolve
Review	Research	Serve	Sort	Utilize

Use past tense for jobs at which you no longer work, and present tense for jobs you currently hold (for seasonal jobs, include months and all years).

OUTREACH, ACTIVITIES, SKILLS

Separate college clubs and activities from volunteer work. Include leadership positions, as well as the organization location (college name), for activities. Add any other skills that are relevant to the job.

ALWAYS:

- ✓ Use a conservative font, such as Arial, Times New Roman, Verdana, Calibri, or Cambria in a size of no less than 10pt. Add lines and other visuals in moderation, and only if they do not obstruct or detract from content.
- ✓ Proofread your resume (and cover letter) several times yourself, and give it to at least one other person to review.
- ✓ Decrease margins to make more space for content, but to no less than 0.5” all around.
- ✓ Spell out acronyms and specify country for non-U.S. areas.
- ✓ Avoid white space, especially on the right side of the resume. For this reason, also avoid centering text after the header.

NEVER:

- ✗ Go beyond one page...if you do, bring it to the Career Center and we will be glad to help you get it there.
- ✗ Embellish or flat-out lie about the content of your resume. If you need to fill up space, you can add a section displaying relevant coursework you have done.
- ✗ Write full sentences, except in your objective; avoid using “I” as your resume will sound more professional if written in third-person.
- ✗ Add “filler” phrases that describe your personal characteristics. Your traits must be quantified by coursework, education, or experience. Also, do not confuse character traits (“good communicator”, “hardworking”, etc.) for skills.

Have questions or need your resume reviewed? Visit us in the Career Center, 8:30 a.m. - 4:30 p.m., Mon. - Fri.

RESUME WORKSHEET

SIDE 1: WORKSHEET. Start by filling out the information below, which will serve as the main substance of your resume. Be sure not to leave anything out - you can always subtract content later on, depending on the job posting.

EDUCATION

✧ First Degree (Circle): A.A. A.S. B.A. B.S. B.F.A. B.S.W. Major: _____
Concentration: _____ Minor: _____
School Name: _____ City, state: _____ Years: _____

✧ Second Degree: Certificate M.A. M.B.A. M.Ed. Major: _____
Concentration or Minor: _____ Years: _____
School Name: _____ City, state: _____

EXPERIENCE

Paid Job Employer Name	City, State	Your Job Title	List at least 3 job duties you performed	Months/Years
_____	_____	_____	(1) _____	_____
_____	_____	_____	(2) _____	_____
_____	_____	_____	(3) _____	_____
_____	_____	_____	(1) _____	_____
_____	_____	_____	(2) _____	_____
_____	_____	_____	(3) _____	_____
_____	_____	_____	(1) _____	_____
_____	_____	_____	(2) _____	_____
_____	_____	_____	(3) _____	_____

VOLUNTEERISM

Volunteer Organization Name	City, State	Your Title (or just “Volunteer”)	Years (or months/year, if < a year)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ACTIVITIES/LEADERSHIP

Activity Title	Location (e.g. Centenary College)	Position Title (or “Member”)	Years Involved
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

OBJECTIVE

To write your objective, review your experiences below and summarize your skills. Your objective will change based on the job, and will develop as you build your qualifications and experience. Here’s an example to start:

✧ _____, _____, individual with outstanding _____ skills and experience in _____ and _____, seeking a position in the field of _____.