

First Year Résumés ● ● ●

No, it's not too early! As a first year student you will need a résumé to apply for part-time jobs, summer jobs, scholarships, research opportunities, internships and more. Plus, if you have a résumé your first year at SBU, you can continually update it with your new experiences including clubs/ organizations, internships, volunteer work, and employment. Furthermore, you never know when the right opportunity might present itself and you definitely want to be well prepared.

Did you know? Readers spend 10-20 seconds reviewing a resume to decide if the applicant is of interest. Follow these guidelines to make a strong first impression.

- Use action verbs to describe your experiences (action verb list included).
- List both technical skills and transferable skills.
- Sample resumes are included in this packet as guides and should not be copied in their entirety.
- Use the resume checklist (included) to assess the layout, appearance & content of your resume.

Layout & Format

Margins: 0.5" to 1"

Font Type: Calibri, Arial, Times New Roman, Helvetica, and other easily read fonts

Font Size: 10 to 12 point

Bold: Use it to emphasize school name, degree, and employer/organization names

Italics: Can be used to emphasize position titles

Typical Sections: Education, Honors, Experience, Leadership/ Activities & Volunteer Service

Bullets: Should be used when describing your experiences

Formatting: Title, employers, locations, and dates should all be listed in the same format

- Make an appointment with a CPRC counselor on Handshake to review your resume.

**To access Handshake, go to <https://sbu.joinhandshake.com/login>. Create your free account using your my.sbu.edu credentials.*

- **Contact Us**
Reilly Center, 231
716.375.2384 | www.sbu.edu/cprc

RÉSUMÉ CHECKLIST for FIRST YEAR STUDENTS

A résumé is your personal marketing material. A resume is intended to get you an interview, where you will have a chance to further describe what you can contribute to an organization and differentiate yourself from the competition. The key is to keep your resume well organized, concise, and accomplishment-focused.

Layout and Appearance	Yes/No	Comments
One page only in length , 10-12 font, use Times New Roman, Arial, Calibri, Helvetica or easy to read font, 0.5" to 1" inch margins.		
Heading: contact information includes your name at the top of the page (should be largest font and in bold), mailing address, phone number, and professional email address.		
Format: Looks uncluttered with plenty of white space between sections.		
Statements start with action verbs and include key skills and major accomplishments. Use present tense for current jobs/experiences and past tense for previous jobs/experiences. Quantify when possible (i.e. number of people, items, or results).		
3-5 bulleted statements per job/experience.		
Résumé is completely free of spelling, punctuation, and grammatical errors.		
Content	Yes/No	Comments
Recommended headings include: Education, Honors/Awards (if applicable), Employment, Leadership/Activities, Volunteer/Service and Skills		
Education includes your official SBU degree, expected graduation date (month/year), and GPA, if known, and above a 3.0. As first year students, be sure to include high school name, location, and date of graduation (month/year).		
Honors/Awards includes achievements, recognitions, scholarships, and awards.		
Employment includes organization name, location (city, state), job title, and dates of employment (month/year or season and year). Use action verbs to describe duties, responsibilities, and skills demonstrated.		
Leadership/Activities includes campus, high school, community, and or civic associations, clubs, and volunteer work that demonstrate interpersonal, communication, leadership, team orientation, and time management skills.		
Skills reflect technology, language, and other transferable competencies that directly relate to the position you're seeking.		

First Name Last Name

3261 State Road, St. Bonaventure, NY 14778 | 716.555.5555 | xxxxxxxx19@bonaventure.edu

EDUCATION

St. Bonaventure University, St. Bonaventure, NY

Bachelor of Science in Sociology, Minor: Criminology • May 2023

GPA: in progress

Aquinas Institute, Rochester, NY

Regents Diploma with Honors Distinction • June 2019

HONORS

Presidential Scholarship, St. Bonaventure University

National Honor Society, Aquinas Institute

LEADERSHIP

Captain, Aquinas Varsity Softball Team; Rochester, NY • Spring 20XX – Spring 20XX

- Successfully managed both academic and sport schedules
- Led team to win state championship title
- Awarded *Most Valuable Player*, 20XX

President, Aquinas Institute Senior Class; Rochester, NY • Fall 20XX – Spring 20XX

- Directed Fall Homecoming Weekend providing oversight to catered dinner and dance
- Assisted with promotions and marketing of events through print materials and social media
- Co-managed class fund raising with Vice President raising over \$3,500 for school events
- Served as student representative on the Judicial Committee

ACTIVITIES/SERVICE

College:

BonaBuddies Youth Mentoring Program

Embrace it Africa

Spectrum

High School:

Yearbook Committee

Big Sisters Program

Community Tutor Program

EMPLOYMENT

Lifeguard, Recreation, Parks, & Community Service; Brighton, NY • Summers 20XX-20XX

- Led lessons with enthusiasm and encouraged age appropriate participation
- Assisted children in accomplishing swim skill goals
- Documented and communicated to parents each child's progress and swim levels

SKILLS

Proficient in Microsoft Word, Excel and PowerPoint and familiar with Microsoft Publisher

Adept using social media (Twitter, Facebook, Pinterest) for information and event promotion

Excellent interpersonal communication skills in person, in writing, and via technology

First Name Last Name

345 Wolfe Way
St. Bonaventure, NY 14778
555-111-2323
xxxxxxx20@bonaventure.edu

EDUCATION

St. Bonaventure University—St. Bonaventure, NY
Bachelor of Arts in Strategic Communication
Minor: Journalism

anticipated: May 20XX

Lancaster High School—Buffalo, NY
AP Coursework: English Literature, German

June 20XX

HIGH SCHOOL HONORS

Buffalo Rotary Club Scholarship Recipient
American Youth Leadership Conference Attendee
National AP Scholar

LEADERSHIP

Editor-in-Chief, **Lancaster Student Newspaper**, Buffalo, NY

September 20XX—May 20XX

- Oversaw all assistant editors, reporters, and staff
- Facilitated weekly meetings to discuss plans, issues, and other business
- Increased readership by 20%

Chair, **Relay for Life Committee at Lancaster**, Buffalo, NY

May—August 20XX

- Organized and motivated four sub-committee chairs to raise over \$5,000
 - Planned and executed successful fundraising event with over 250 attendees
-

ACTIVITIES/SERVICE

College:

Staff Writer, **The Bona Venture**
Volunteer, **SPCA for Cattaraugus County**
Member, **Mountain Community Leaders**

High School:

Member, **Key Club**
Member, **Drama Club**
Member, **Yearbook Club**

EMPLOYMENT

Server, **Mulberry's Restaurant**, Buffalo, NY

June 20XX-present

- Provide quality customer service in fast-paced, high stress work environment
 - Assist with training over 25 new employees
 - Offer recommendations to help personalize the customer's dining experience
-

SKILLS

Technology: Adobe Photoshop, Canva, Microsoft Office Suite; social media platforms (Twitter and Instagram)

Transferable: Proven leadership, team-oriented, fluent in German

Resume Power Verbs

Fundraising

research
analyze
strategize
program
develop
contact
inquire
inform
motivate
direct
persuade
monitor
coordinate

Public-Relations

assess
prepare
coordinate
present
negotiate
publicize
strengthen
promote
handle
facilitate
troubleshoot
participate

Accounting

record
audit
maintain
forecast
calculate
estimate
figure
appraise
examine
measure
verify
assess
prepare

Leadership

create
lead
encourage
manage
organize
compare
inspire
represent
govern
direct
advise

Writing

conceive
construct
craft
integrate
interpret
capture
abstract
express
inform
summarize
conclude

Craft/Artisan

design
create
build
entertain
perform
draw
render
illustrate
compose
choreograph

Innovating

create
modify
change
upgrade
improve
design
activate
restructure
establish
stimulate
transform
implement

Language

translate
interpret
lecture
converse
negotiate
compare
understand
comprehend
proficiency
fluency
teach
tutor

Research/Development

identify
evaluate
review
assess
compare
analyze
critique
explain
prepare
recommend
conclude
determine

Human Resources

assess
analyze
recruit
screen
survey
interview
select
train
mediate
appraise
align
coordinate

Finance

invest
budget
inventory
appraise
analyze
evaluate
construct
acquire
develop
deploy
manage
project

Analysis

observe
review
dissect
discern
conceptualize
discover
infer
illuminate
clarify
qualify
quantify
conclude

Editing

check
compare
comment
correct
rewrite
revise
rework
amend
approve
initiate
investigate
advise

Consulting

problem solve
troubleshoot
assist
arrange
guide
counsel
survey
serve
contribute
motivate
train
assess

Teaching

educate
tutor
stimulate
inform
instruct
facilitate
awaken
explore
advise
entertain
amuse
counsel

Performing

create
play
present
act
sing
dance
perform
model
read
inspire
interpret

Program Development

monitor
persuade
implement
recommend
formulate
coordinate
strategize
prepare
develop
construct
design

Information

appraise
analyze
inventory
structure
design
categorize
document
process
manage
program
link
organize

Management/Supervision

monitor
consult
listen
develop
strategize
evaluate
mediate
delegate
schedule
plan
facilitate

Design

display
build
pattern
style
plan
create
layout
draft
draw
sketch
formulate
explore

Technical

conceptualize
design
troubleshoot
inspect
locate
edit
analyze
implement
construct
modify
operate

Selling

inform
educate
persuade
provide
assist
serve
trade
vend
handle
present
sell
convince

Organizing/Logistics

classify
organize
assist
maintain
liaison
support
schedule
arrange
systemize
streamline
simplify

Marketing

review
survey
assess
analyze
quantify
identify
announce
promote
advertise
advance
boost
improve

Administration

monitor
track
assess
coordinate
organize
requisition
access
receive
process
serve
furnish

Service/Hospitality

serve
assist
troubleshoot
present
maintain
help
coordinate
prepare
welcome
enhance
anticipate

Persuading

present
articulate
clarify
challenge
negotiate
inquire
reason
influence
convince
arbitrate
mediate
reconcile

Mechanical

analyze
design
construct
craft
troubleshoot
create
engineer
repair
manipulate
align
coordinate
balance

Investigating

pursue
interrogate
question
analyze
intuit
seek
search
probe
examine
explore

Counseling/Healing

listen
sense
intuit
assess
analyze
assist
align
coordinate
understand
inform
facilitate
help