



BRAINSTORM YOUR EXPERIENCE

The purpose of your resume is to get an interview. In thirty seconds or less, most employers decide whether or not to consider applicants for employment, so your resume's content must be **CLEAR, CONCISE, and COMPELLING**. Begin the resume writing process by jotting down EVERY position or experience you've had.



TRANSFERABLE SKILLS

Now that you have listed your experiences, begin contemplating the TRANSFERABLE SKILLS you gained. Doing so will give you an idea of how the skills you obtained will make you competitive for future opportunities.

Common TRANSFERABLE SKILLS employers are looking for include: *teamwork, work ethic, communication, creativity, adaptability, time management, critical thinking, etc.*



MAKE A STRONG BULLETPoint

Now it's time to incorporate those TASKS and TRANSFERABLE SKILLS you gained into strong bullet points for your resume by implementing the following formula:

POWER VERB + **TASK** + **PURPOSE** (why did you do the task?), **METHOD** (how did you go about doing the task?), or **RESULT** (what happened because you did it?)

EXAMPLE:

- *Facilitated the transition to a new electronic database of clients, providing more accurate and efficient tracking and communication*



FIRST DRAFT, EDIT

Font Size & Style: 10-12 and simple, readable fonts

Length: Undergraduate level-1 page; Graduate-no more than 2 pages; Education can have more

No Pronouns: Do not use first-person pronouns (I, me, my)

Don't Get Personal: Refrain from incorporating personal information like your age, gender, religion, political affiliation, marital status, ethnicity, visa status or photographs

Check, Check, and Re-check: Check for typos or errors, and have a friend check again. For a final look, **make an appointment with the CPRC** to review the document before sending to professionals

- *A résumé serves as a marketing tool highlighting your most relevant skills/experiences*
- *Your résumé & cover letter help you get an interview—the interview helps you get a position*
- *Your résumé reflects you—you are always changing—your résumé will always be changing!*
- *You may have more than one résumé for different types of positions*
- *Supply accurate information—falsification of any information has serious consequences*
- *Know your audience—research the industry/career field once you have narrowed your search*

Include your LinkedIn profile URL if it is professional and complete, also make it a “friendly” link.

NAME

Cell phone number | Email
LinkedIn Profile URL
Address

0.75—0.5 in margins. Font size between 10.5 and 12. Font should be clean, easy to read, and not colored

EDUCATION

St. Bonaventure University, St. Bonaventure NY

Expected Completion: May/Dec. 20xx

Bachelor of Arts or Science, Major

Minor: Subject/Concentration

GPA: x.x/4.0 Dean’s List, Scholarship for academic distinction

Relevant Coursework: May be included here to highlight major courses related to the position

Other education/school, City, State
Credentials

If you are a sophomore, your high school can still be on your resume. This section may also include study abroad or associates degree. Your credentials are what credit you gained from the experience (*i.e. diploma, 6 college credits, associates degree, etc.*).

Month 20xx

RELATED EXPERIENCE

Organization Name, City, State

Position Title

Month 20xx—Month 20xx

- Action verb + task + purpose, method, result bullet form
- Quantify information by including numbers, percentages, \$\$ amounts
- Demonstrate achievements and related responsibilities
- Align your skills and experiences with the job description

EMPLOYMENT

Organization Name, City, State

Position Title

Month 20xx—Month 20xx

- Action verb + task + purpose, method, result bullet form
- Include transferable skills that employers would find valuable

ACTIVITIES/LEADERSHIP

Organization Name, City, State

Position Title

Month 20xx—Month 20xx

- Action verb stating your leadership and engagement in the organization
- Include any events, skills, and group organization or management as well as the result

SKILLS

- Include any skills that are relevant to the position such as: laboratory skills, language, technology, etc.
- Remember to include “buzzwords” of your profession.

Resumes have guidelines not rules; so keep in mind this is one sample format you can use. There are others that may fit even better for you! Bring your resume into the CPRC for a critique.