

Resume Writing

Embark-Job Search Guide Series

Office of Career Services & Internships
Presbyterian College

The following information is designed to assist you in your job search process. Inside you will find helpful tips, examples and directions for using our online resume program Optimal Resume.

After creating your first draft, be sure to come by or send us a copy to review!

Contact Us:

3rd floor of Springs Campus Center

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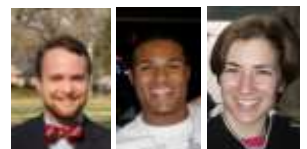
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Career Programs and Student Development
3rd Floor Springs Campus Center



Getting your Resume Started

Starting a resume can be an overwhelming process. With the help of this guide and our online resource Optimal Resume, we hope to give you the tools to create a winning resume that reflects your skills and abilities.

Purpose

Before you create your resume it is important to consider the purpose of a resume and understand why you need it.

- Past performance predicts future performance- Your resume should clearly communicate the transferable skills you have acquired through your education and experience. You want to show the employer what you have done in the past to give them an idea of what you are capable of in the future.
- Good Self-Assessment tool-Creating a resume is a great time to look back at your education and experiences and evaluate the skills and abilities you have acquired. By doing this you are not only preparing your resume but you are also starting to prepare for your interviews. You will be asked many times throughout your job search to talk about your accomplishments, your resume is your first chance.
- Reflects who you are- Your resume is a stand in when you cannot be there to represent yourself. All the employer is going to know about you is what you put on paper so you want to make sure that you put your best face forward!
- Every recruiter or graduate school will expect it. At this point in your life, you are going to need a resume.

Required for most interviews- Almost all employers use the resume as a screening tool. In order to get an interview you are going to need to get that resume done.

Quick Tips

- A resume is an advertisement and a marketing tool for you!
- It must make sense-be organized
- Usually only one page
- Important information top to bottom
- **There is no “one right way” to create a resume**
- Use bold, italics, and underlining for emphasis but be careful not to overuse

“The Nuts and Bolts”

Identification

This is a key component of a resume. It sounds self-explanatory but it is critical to a successful resume. If an employer doesn't know who you are or how to get a hold of you, then you will not get the interview. List your name, address (full-including zip code), phone number and email address. Your name should be the largest (within reason) item on the page and in bold. If you have two addresses include labels such as “Current Address” and “Permanent Address”.

Examples:

Ben A. Working

bwork@presby.edu

Box 12345, Presbyterian College, Clinton, SC 29325

(864) 833-xxxx

123 Lulu Lane, Atlanta, GA 30300

(770) xxx-xxxx

Julie A. Smith

jsmith@presby.edu

864-833-8380 Cell 952-123-5555

Home Address

503 South Broad St.
Clinton, SC 29325

Campus Address

403 S. Adair St
Clinton, SC 29325

Julie A. Smith

Home 864-833-8380 Cell 952-123-5555

jsmith@presby.edu

Home Address

503 South Broad St.
Clinton, SC 29325

Campus Address

403 S. Adair St
Clinton, SC 29325

Sections

There are rules about what categories have to be on your resume. Decide which headings best categorize your experiences and use them. List of suggested heading titles you might use is to the right.

Objective	Qualifications Summary
Co-Curricular	Study Abroad
Education	Related Courses
Internships	Experience
Related Experience	
Service	Leadership
Honors	Key Skills
Activities	Other Information

Objective

The objective should be a concise statement of your career goals. By reading this one sentence, the reader should be informed about why you are submitting your resume to them. The objective should tell the reader what you are applying for and demonstrate why you are interested in this position.

- A simple, yet strong statement will be most effective in communicating your message.

Try to make the objective as specific as possible to the position you are applying for. This means that you will need to adjust it for each application but it will show that you have taken the time to do so. Remember to have a more general statement when posting on a job search site such as Blue Hose Career Net

Examples:

A position in advertising as a graphic designer to best utilize my skills in informational design and audio visual presentations.

Seeking an entry level position in the field of sales utilizing my interpersonal communication and networking skills.

To obtain the Regional Manager position at Dunder Mifflin to best utilize my sales and customer service background and education.

Education

Keeping inline with the idea that the most important information should appear at the top of your resume, education should be the first section of your resume following identification and possibly your objective. The exception would be if you have significant, related work experience. If you are writing your first resume out of college or graduate school then Education should be first.

Examples:

Presbyterian College, Clinton, South Carolina
Bachelor of Science in Business Administration- May 2008
Concentration: Business Management
Overall GPA 3.14/4.00

Presbyterian College, Clinton, South Carolina
Bachelor of Science, *cum laude*, May 2007
Major: Chemistry Minor: Computer Science
GPA: 3.88 on a 4.00 scale

Study Abroad Experience
Oxford University, Corpus Christi College, Oxford, England-Summer 2005
Studied British Theater and Society in the Oxford Religious Experience

There are variations you can make to this section but some key elements to remember are:

- Name and location (city and state) of institution
- Degree earned-this should be written out (i.e. Bachelor of _____) not abbreviated (B.A.)
- Month and year of graduation or expected graduation. Do not list the range of years that you went to college, only the end date.
- GPA if over a 3.0 and include the grading scale with matching decimal places (i.e. 3.55/4.00 or 3.9/4.0)
- Other significant academic achievements-**Dean's list, graduation with Honors, etc.**
- Study Abroad Experience
- Certifications or licensures that you may have

List significant research or senior thesis projects here as well.

Experience

This is a highly important section of your resume. If you think about the resume as telling the story of you as an employee, this is the body, the plot, the meat, of the resume. Your experience section can include work, internships, class work, volunteering, etc.

- Include: Position title, Organization, location (city, state), dates (month-month, year)
- Bullet statements: one to two line statement which describes a skill, responsibility or experience related to a position
- Begin EVERY statement with an action verb! (see back page list)
- Ask yourself these questions about every experience
 - What did you do? Think about the actions that you took. What transferable skills did you gain from it?
 - How did you do it? Describe the way you performed the task. Set yourself apart from others.
 - What were the results? How did you help to contribute to the overall positive outcome of the project or task at hand. Try to be specific and quantify whenever you can.
 - What have you done in the past that will help you complete the tasks that will be required of you in the future?
 - Use present tense for positions you currently hold (i.e. Planning...) and past tense for positions your held in the past (i.e. Planned)

Try to avoid saying things like “Responsible for” or “duties included”. These distract from the action that you are trying to portray.

Which sounds better?

Responsible for giving food to customers

OR

Delivered meals efficiently to approximately 100 customers per shift

Examples:

Pharmacy Technician, Low Country Pharmacy, Johns Island, SC Summer 2006

Assisted in filling prescriptions and dispensing OTC medications
Maintained customer database to improve customer waiting time
Answered phones, created files, and maintained filing system

Sales Associate, Foot Locker, Charleston, SC June 2005 - 2006

Personal sales and customer service
Educated/trained employees on various promotional events
Maintained monthly inventory utilizing Excel spreadsheets
Managed point-of-purchase communications in conjunction with management team.

Mentor, CHAMPS Program, Presbyterian College, Clinton, SC Summer 2004

Coordinated community building programs for mentors/directors
Organized and facilitated educational programs for participants
Conducted group and individual mediations

While working on this section it is important to think about your transferable skills. You can show an employer that while you may not have directly related experience to the position you are applying for, you have the skills and abilities necessary to complete it. Highlighting the transferable skills on your resume will get that message across. It is helpful to look at the job descriptions of the positions you are applying for and have your action statements reflect your capabilities for performing those tasks.

Involvement or Activities

An Involvement or Activities section can help show the reader that you have been participated in areas outside of your academic studies. This demonstrates the ability to manage time, have interests outside your academic field (or support your academic interest) and commitment. It can be especially beneficial to include any activities that are related to what you are applying for.

An important thing to remember in activities sections is that you want to focus on quality, not quantity. You do not have to list every organization that you ever attended a meeting for. If you do not think that you would be able to talk about the organization in an interview, leave it off.

- Include scholarships, professional organizations, fraternities, sororities, leadership, clubs, student activities, athletics
- List the position you held in the organizations, especially if they were leadership positions, the membership dates and locations. Sometimes a little detail about what you did or addition to the name of the organization can be helpful. For example Blue Fish or CREW, people outside of PC probably have no idea what these groups are so writing Blue Fish-Campus Ministry or CREW Mentors gives them a better idea of what sorts of organizations they are.

Make sure to list organizations you were a quality member of. Don't list things just to list them.

Special Sections

You may have other important information that you would like to include on your resume. Or you may need to fill in some of the white space. **Add special sections to highlight skills that don't fit into other categories.**

Examples: Computer Related Skills, Related Course Work, Research, Publications, Military Experience, or Honors and Awards

- When including computer skills, look at what the position is asking for and include any that you are skilled in. Make sure the titles correct and are specific. (i.e. Microsoft Word not just Word)
- Related Courses should list 4-8 and be advanced level courses (i.e. do not list Biology 101, etc.)

References

- Do not list your references on your resume. Put them on a separate page. You can include a line in your resume that says **"References available upon request" at the bottom of the page.**
- Include the references name, title, and business contact information (address, telephone number and email address). Use only professional references such as faculty members, academic advisor, or supervisors. Do not use personal references such as family, friends, or relatives.
- Make sure that you ask their permission first. You want to make sure they feel comfortable and are prepared for the call. Sometimes references may ask for a copy of your current resume and a little information about the types of positions you are applying for or companies that may be calling them.

Example Resume

Dwight K. Shrute

Home 864-833-8380 Cell 952-123-5555
dkshrute@presby.edu

Home Address

503 South Broad St.
Clinton, SC 29325

Campus Address

403 S. Adair St
Clinton, SC 29325

EDUCATION

Presbyterian College, Clinton, South Carolina
Bachelor of Science in Business Administration, May 2008
Major GPA 3.7/4.0 Overall GPA 3.2/4.0

INTERNSHIPS

C&G Accounting, Clinton, SC
Summer Intern

Summer 2007

- Assisted in end-of-year closings
- Performed weekly tasks such as daily deposits, payroll, and Accounts Receivable
- Collaborated with the Sales and Human Resource Departments
- Created a training presentation for employees
- Published the employee summer newsletter

Dowine Industries, Clinton, SC
Office Intern

Summer 2006

- Conducted research and performed data analysis, giving me a good perspective on accounting methodologies
- Planned and designed clerical education material which was adopted by the American Diabetes Association
- Assisted with administrative tasks such as grant writing, budget review, and clinic chart audits, and was given increased responsibilities and recognition for a job well done.

EXPERIENCE

120 Mugrove, Clinton, SC
Serving Assistant

September 2007-Present

- Improvised in a fast paced environment with limited resources and time
- Resolved conflicts between customers and wait staff while maintaining poise and composure
- Motivated other 7 team members by developing an incentive system and encouraging them to continue their good work
- Trained 9 staff members on proper procedures and job functions

Dunder Mifflin, Clinton, SC
Customer Service Representative

September 2006-August 2008

- Worked 10-15 hrs/wk while in college, and maintained a 3.7 G.P.A.
- Assisted customers with video selection and payment.
- Provided translation assistance for Spanish-speaking customers, leading to an increase of business of over \$2K per month.
- Became a key resource for screening new hires.

LEADERSHIP and INVOLVEMENT

Presbyterian College

Captain, Blue Hose Football (2006)

Fellowship of Christian Athletes - President (2005)

Pi Kappa Alpha Fraternity - Pledge of the Year (2004); House Manager (2006)

Team Captain, Intramural Basketball

Fellowship of Christian Athletes - Program Chair

SERVICE

Big Brother, Big Sister Program, Big Sister (2005-2008)

Special Olympics, Volunteer, (2005, 2006, 2007)

Presbyterian Home, Assistant Caregiver, (Fall 2007-present)

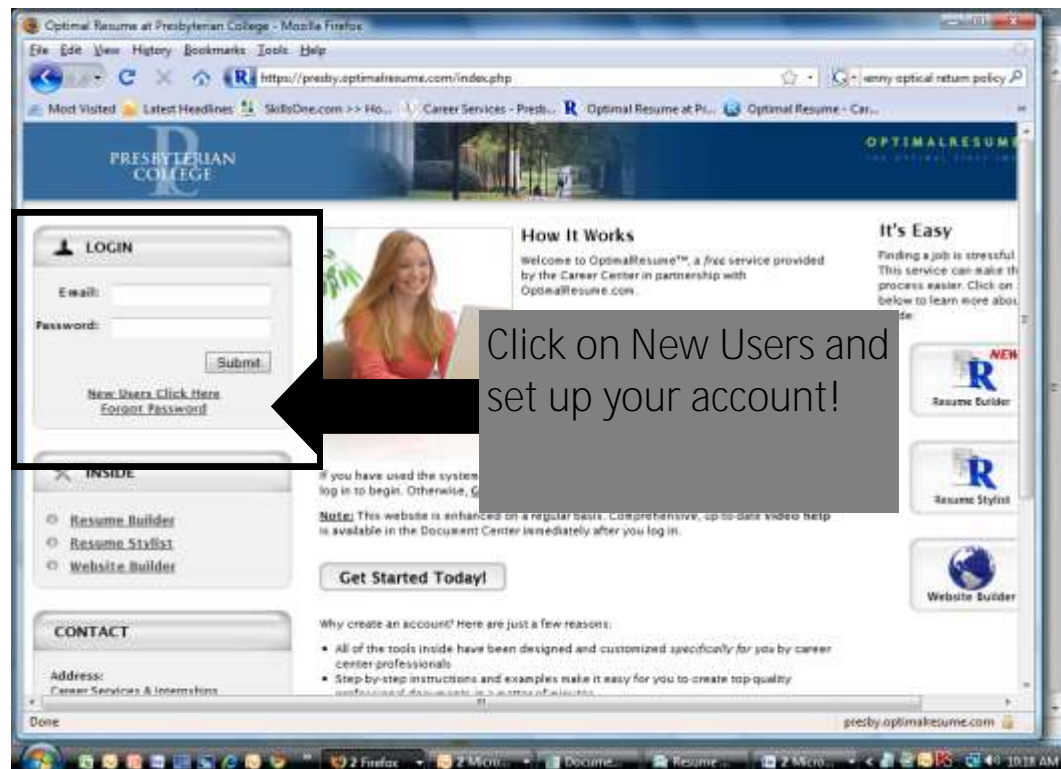
Optimal Resume

Optimal Resume is a free online tool that you can use to guide you through the resume creation process. In order to use it you must sign up using your PC email address. This guide has you enter your information and helps you format it to create your resume. Resumes can also be stored here allowing you to access a copy of your resume from wherever you may be.



To get to the Optimal Resume site from the PC Career Services Website (http://www.presby.edu/career_services/index.html) Click on the Optimal Resume link or go to <https://presby.optimalresume.com/>

After you have signed up for the account someone in Career Services will activate your account. Once this is completed, you will receive email letting you know. Then you can return to this site to login using your PC email address and the password you created.



Click on New Users and set up your account!