

# Résumé Guide 2023

## Creating a First Impression

You must have a professional résumé regardless of your major or career interest in order to land a job interview or to submit with a graduate/professional school application. Your résumé is your first impression to a recruiter or hiring manager and you have minimal time to make an impact. Think of your résumé as a marketing document that promotes you as the best candidate. In this guide, we will discuss how to make your résumé clear, relevant and accomplishment-focused.

## Formatting a Résumé

- Use capitalization, italics, bold, indentations, white space, and underlining to emphasize important information.
- List your experience in reverse chronological order (start with current position).
- Use a blank Word document to create. Do not use a template, templates can be difficult to edit. Search engines and applicant tracking software can have difficulty reading templates.
- Choose 12-point font Georgia, Helvetica, or Garamond
- For current positions, use present tense; for past experience, use past tense.
- Do not use pronouns such as “I” and “my”.
- The résumé is a summary, so use bulleted text as opposed to paragraphs.
- Your resume should be customized for the field you are applying for. Make sure to research what field your resume will be catered for!
- Ensure that your resume is one page in length.
- Multi-page résumés may be appropriate when applying to graduate school programs, scholarships, or more academically oriented programs.



### Applicant Tracking System (ATS)

If you are applying to a job online or applying to a large national organization, your resume most likely will be parsed and purged through an Applicant Tracking System (ATS) and read by a computer first- not a human - to expedite the reviewing of a high volume of resumes! Here are some tips to beat the machine and get your resume in front of the hiring manager:

- Do not use a Google template as it is not formatted for ATS
- Do not insert photographs, tables, columns, headers, or footers as the ATS cannot read correctly
- Use key words and skills that relate to the job opening as the ATS is searching for them
- Create your resume using Microsoft WORD as all ATS can read (not Pages or Google Docs); you can save as a PDF to preserve the format (and .docx is fine too)



PRESBYTERIAN COLLEGE  
Career and Professional Development

# Sections of a Résumé

## 1. Identification

- Name
- Phone number
- Email address
- City, State (You can omit this if willing to relocate for a position).

## 2. Professional Summary

The professional summary showcases your skillset and abilities. This is optional, but highly recommended.

- Keep your summary to no more than 3 sentences or bullets.
- Be clear and concise.
- Refrain from using pronouns.
- State the position applying for.
- Ensure the summary is career specific. Showcase your knowledge, skills, and abilities using the job description.

## 3. Education

- List institution name, city, state
- Include your degree (i.e. Bachelor of Science or Bachelor of Arts)
- Include your major (minor if applicable).
- List GPA if over 3.0.
- Include any other significant academic achievements (i.e. study abroad, certifications, research)

## 4. Work Experience

Work experience can include summer jobs, internships, part-time or full-time jobs.

- List in reverse chronological order.
- Include position title, organization, city, state and dates (month/year)
- Use bullets and begin your work phrases with a strong action verb (see list in this guide)
- Use examples found in the job description of the position you are seeking.
- Use numbers to describe accomplishments (i.e. number of people impacted, value of transactions etc.)

- Use present tense verbs for currently held positions and past tense verbs for position previously held.

Employers are interested in the degree of responsibility you held and the skills you demonstrated. Outline your duties in a way that emphasizes your job experience and at the same time relates it to your professional objective.

For example:

**IT Help Desk Assistant**, Presbyterian College, Clinton, SC  
April 2019 – May 2020

- Opened IT help desk for computer drop-off and initiated disassembly of computers.
- Conducted virus scans to ensure safety of computer information.
- Delegated Help Desk phone calls to appropriate staff member.

## 5. Leadership & Involvement

This section can demonstrate your skills obtained outside of your academic studies. Focus on quality. If you do not think that you would be able to talk about the organization in an interview, leave it off.

- Include fraternities, sororities, leadership, clubs, athletics, student activities and/or professional organizations.
- List positions you held in organizations with locations and dates of membership.

## 6. Review your résumé

- Proofread your resume for spelling and grammar errors.
- Have Career & Professional Development critique your resume. Come visit us Monday-Friday 8:30am-5:00pm in Laurens Hall 2<sup>nd</sup> Floor.
- Set appointments using Handshake on the Career & Professional Development homepage of the PC website. <https://www.presby.edu/campus-life/career-professional-development/>

# Writing accomplishment statements

When you write your bullet points to describe your experiences, always begin with a strong action verb and try to paint a picture of your accomplishments by including positive adjectives and numbers or quantities whenever possible to show the reader impact. Think about situations/tasks, what skills you needed to do the task) and the end result. Use the exercise below to create strong accomplishments statements.

What did you do (task)?	How did you do it (skills)?	Why did you do it (results)?
Example: Planned large event (food, seating, slideshow)	<u>Coordinated</u> and <u>communicated</u> with catering staff, ordered food, set up technology, arranged seating	To recognize students who completed leadership program
<p>Example of bullet point or accomplishment statement from above:</p> <ul style="list-style-type: none"> <li>Coordinated recognition event for over 100 students completing a leadership certification program by communicating with catering staff to order food, organize seating and reserve audio and visual aids.</li> </ul>		

## FEDERAL GOVERNMENT RESUME TIPS

- **Include dates, hours, level of experience, skills acquired and salary**
- **Include volunteer work and roles in community organizations**
- **List supervisor name and telephone number**
- **Use numbers to highlight your accomplishments**

### Example:

Intern, New London's Mayor Office  
 New London, CT (January 2020-April 2020)  
 20 hours/week, \$1,500 stipend  
 Supervisor: Jon Stirling, (864)- 000-000

## A NOTE ON REFERENCES

- **List three to five professional references on a separate document.**
- **Place contact info on top, then list reference's name, title, organization, address, phone number, and email.**
- **Choose professional references such as coaches, supervisors, faculty or colleagues.**

### Example:

#### Dr. Ida

Department Chair  
 Presbyterian College  
 503 S. Broad St., Clinton, SC 29325  
 ITeacher@presby.edu  
 864-833-0000  
 Relationship:  
 Faculty Advisor

# ACTION VERBS

Always start with positive action words to identify and document your skills and accomplishments from your past experiences. Use the list below to help you select positive action words for your résumé

<u>Analytical Words</u>	<u>Organizational Words</u>	<u>Strategic Words</u>	<u>Tactical Words</u>
analyzed	accomplished	appointed	accelerated
answered	achieved	chaired	advanced
appraised	administered	clarified	advised
assembled	arranged	coached	amplified
assessed	assigned	conceived	augmented
balanced	attained	conceptualized	capitalized
budgeted	collaborated	convinced	charted
clarified	communicated	created	conducted
classified	consolidated	delegated	constructed
collected	controlled	designed	consulted
compiled	coordinated	developed	demonstrated
critiqued	cultivated	directed	earned
diagnosed	delegated	empowered	enforced
engineered	demonstrated	energized	enriched
estimated	dispatched	envisioned	exceeded
evaluated	encouraged	established	expedited
expedited	ensured	executed	fashioned
extrapolated	expanded	expanded	fostered
forecasted	facilitated	founded	generated
identified	formalized	ignited	identified
improvised	generated	influenced	installed
interpreted	guided	initiated	interfaced
investigated	implemented	innovated	negotiated
processed	integrated	inspired	operated
recommended	launched	introduced	originated
reconciled	monitored	invented	performed
recorded	orchestrated	masterminded	produced
researched	overhauled	mentored	promoted
resolved	persuaded	modernized	reinforced
reviewed	prioritized	motivated	rescued
specified	reshaped	optimized	revamped
structured	revitalized	pioneered	safeguarded
studied	secured	planned	supplemented
substantiated	streamlined	revolutionized	synthesized
summarized	surpassed	spearheaded	trained
surveyed	synchronized	sponsored	transformed
systematized	targeted	stimulated	translated
validated	transformed	strengthened	tutored
	upgraded	transformed	volunteered

# General Undergraduate Résumé Example

## JOHN SCOTSMAN

jscottzman1@presby.edu | 864-000-0000

### SUMMARY

Driven business administration student seeking summer internship focused on research to utilize knowledge of data collection and sports analytics.

### EDUCATION

**Presbyterian College**, Clinton, SC

May 2022

Bachelor of Science in Business Administration with concentrations in Accounting, Management, & Data Analytics

GPA 3.5

### WORK EXPERIENCE

**Sports Analyst Intern**, Presbyterian College, Clinton, SC

May 2020-Present

- Collect data of team records over the last 13 years, for 19 different teams, and over 3,000 games.
- Extract, interpret, and analyze data to identify key metrics and transform raw data into meaningful, actionable information.
- Communicate observations effectively with athletics department.

**Academic Tutor**, Presbyterian College, Clinton, SC

August 2019-Present

- Develop action plans based on students' and educators' academic goals.
- Analyze and maintain records of student's progress to teach individual needs.
- Adapt teaching style to unique needs of students.
- Teach subjects including Data Analytics, Spanish, Computer Applications, and Operations Management.

**Camp Assistant**, Presbyterian College Soccer Camp, Clinton, SC

June 2017-April 2019

- Mentored young players between the ages 14-18 on different skill levels.
- Demonstrated and assisted all drills and one on one instructions with players.
- Designed drills and exercises to evaluate athlete's skills, composure, and character in attempt to power the soccer program's recruitment.
- Developed a strong sense of patience and a keen awareness of how to interact engagingly with the players.

### LEADERSHIP AND INVOLVEMENT

Member, Men's Soccer Team, Presbyterian College

August 2018-Present

Member, Bluefish, Presbyterian College

April 2020-August 2020

Volunteer, Laurens Humane Society

March 2019-August 2020

Volunteer, Special Olympics, Presbyterian College

April 2018-August 2019

### SKILLS

Language: Intermediate Spanish (spoken and written)

Technical: Adobe InDesign, Microsoft Office (Word, Excel, PowerPoint)

# General Science Résumé Example

## SUZY CLINTON

864-000-0000 | [sbluehose@gmail.com](mailto:sbluehose@gmail.com)

### Education

Presbyterian College, Clinton, SC May 2021  
Bachelor of Science in Biochemistry with minor in Spanish GPA: 3.7/4.0  
Study Abroad, Universidad Pablo de Olavide, Sevilla, Spain January 2020-May 2020

### Skills

- Staining Techniques
- Light microscopy
- Dark room equipment
- pH meter
- Micro Burette
- Centrifuges (standard and high speed)

### Internship & Job Shadowing Experience

Intern, Interpreting and Language Services (126 hours) January 2020-Present  
Prisma Health System, Greenville, SC

- Complete multiple projects for interpreting and language services.
- Demonstrate proficiency in the English and Spanish language with preceptor, advisors, and patients.
- Apply learning techniques to improve medical Spanish skills to better assist patients.

Intern, General Outpatient Internship (84 hours) September 2019-December 2019  
Prisma Health System, Laurens, SC

- Performed various administrative duties, communicated with patients, scheduled appointments, and maintained medical documents.
- Shadowed physicians to gain knowledge on general tasks such as collecting patients' blood pressure, pulse, and temperature.
- Oversaw supply inventory and assisted with ordering medical supplies.

Intern, Emergency Department Internship (84 hours) September 2018-May 2019  
Greenville Health System, Laurens, SC

- Shadowed mid-level medical professionals during on-call duties, routine exams, and medical procedures.
- Assisted in simple procedures such as collecting patients' temperature and pulse.

### Work Experience

Resident Assistant, Residence Life Office August 2019-Present  
Presbyterian College, Clinton, SC

- Build a safe living environment for 50 freshmen and promote community standards of living.
- Plan monthly social and educational events for residents.
- Resolve and mediate conflicts among residents and respond to crisis situations in timely manner.

Chemistry Tutor, Presbyterian College, Clinton, SC August 2018-August 2020  
Recommended by faculty to tutor peers in Organic Chemistry I and II

- Adapted to different learning styles to coach students to pass challenging courses.
- Received positive feedback from students on tutoring abilities.

### Leadership & Involvement

Volunteer, Helping Hands Children's Home November 2020-Present  
Council Representative, Campus Outreach, Presbyterian College June 2020-Present

# General Teaching Résumé Example

## MIKE STIRLING

864-000-0000 | [mstirling@presby.edu](mailto:mstirling@presby.edu) | Clinton, SC

### PROFESSIONAL SUMMARY

Dedicated and driven student currently pursuing a bachelor's degree in Early Childhood Education. Seeking a challenging teaching position to foster a stimulating classroom environment to enhance student learning.

### EDUCATION

**Presbyterian College, Clinton, SC** **May 2021**  
Bachelor of Science, Early Childhood Education, Minor: Psychology  
GPA: 3.9

### STUDENT TEACHING & FIELD EXPERIENCE

**Student Teaching, Third Grade, Eastside Elementary, Clinton, SC** **Spring 2021**

- Completed 70+ days of teaching experience to meet the needs of 60 students.
- Collaborated with staff members to plan and schedule lessons to promote learning and student engagement.
- Created lesson plans in accordance to state curriculum and school-wide curriculum.

**Field Experience, Third Grade, Eastside Elementary, Clinton, SC** **Fall 2020**

- Administered and scored Hearing Recording Sounds and Words Inventory.
- Analyzed and contributed ideas to improve the literacy skills of students.
- Taught an Integrated Literacy Unit on sentence structure.

**Field Experience, First Grade, Joanna-Woodson Elementary, Johanna, SC** **Fall 2019-Spring 2020**

- Acquired running records to observe the students and determine the students reading level.
- Administered and scored Individualized Reading Inventories and Standardized Reading Inventories.
- Observed four students during speech courses during the semester.

### ADDITIONAL EXPERIENCE

**Student Worker, Presbyterian College, Springs Student Center, Clinton SC** **August 2020-Present**

- Enforce the facility rules to ensure safety of all attendees.
- Disinfected space to maintain cleanliness policies.

**Student Worker, Presbyterian College, Admissions Office, Clinton SC** **September 2018- May 2019**

- Performed administrative support tasks for the admissions office.
- Assisted with sending out marketing materials to inspire students to attend Presbyterian College.

### LEADERSHIP & INVOLVEMENT

- Member, Spectrum, Presbyterian College 2019- 2021
- Member, Palmetto State Teachers Association 2018-2020

Sources: <https://www.usajobs.gov/Help/faq/application/documents/resume/what-to-include/>  
<https://www.career.fsu.edu/sites/g/files/upcbnu746/files/Resume%20Writing.pdf>

**MARTY YOUNG**

[myemail@presby.edu](mailto:myemail@presby.edu) | ###-###-####

(mailing address is optional – use home address unless school is closer to PC)

**EDUCATION**

Presbyterian College, Clinton, SC

Anticipated May 2020

Bachelors of Science, Biology Major; History Minor

GPA 3.75/4.00

Deans’ list 4 semesters; President’s list 3 semesters

**RESEARCH**

Title of Research, location, dates. Under supervision of name.

Title of Research, location, dates. Under supervision of name.

**PRESENTATIONS**

Title of Presentation, presented at location, date.

Title of Presentation, presented at location, date.

**RELEVANT EXPERIENCE**

(include internships and related jobs – not all work; format same as traditional resume)

Business name, city, state

Dates worked

- Accomplishment 1
- Accomplishment 2, etc.

**SEMINARS AND WORKSHOPS ATTENDED**

(include any conferences, lectures, etc. you have attended, including dates and locations)

**ADDITIONAL WORK EXPERIENCE**

(include all other work experience)

**RELEVANT INVOLVEMENT**

(include related volunteer and organizational participation; space permitting, may include other involvement in this section and label simply “Involvement”)



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<https://www.presby.edu/campus-life/career-professional-development/our-staff/>