

Wrapping the Package:

Making a Lasting Impression With A Great Resume

What? A resume serves to paint a clear, concise picture of your experiences, skills and strengths. For employers, resumes work as both introductions to and reminders of potential employees; many even use resumes as guidelines for interviews. Furthermore, for job applicants, resumes are self-evaluation tools—constructing, rereading, and updating your resume can help you to perceive what you can offer in the job market and to construct your career goals.

Why? Your resume is most often the first chance you'll have to introduce yourself to a potential employer. Your goal is to introduce yourself, point out your strengths, skills and experience, all on one well-organized page. As we all know, like it or not, first impressions are lasting ones, so never underestimate the importance of a good resume.

How? What follows are basic guidelines for developing a great resume. Keep in mind that not everyone's resume will look the same or have all of the same information, but a good resume will be clean, concise, well-organized, and pleasing to the eye.

Format: This can vary according to your particular style, but all resumes should:

- ✓ Be no longer than one page in length
- ✓ Contain few, if any, abbreviations
- ✓ Be arranged in order of importance to the employer
- ✓ Be printed on high-quality paper (unless being faxed)
- ✓ Have no typographical errors whatsoever
- ✓ Be truthful
- ✓ Emphasize skills of use to the employer

Content: Obviously, your resume should make it clear to a potential employer how your skills will be of use to him or her. Because college students often don't have a lot of work experience, you will need to point out leadership positions, extracurricular activities, honors and awards, relevant coursework, and particular skills (such as languages or computer skills) that you have gathered as you progressed through your college career. By the time you reach your senior year, work experience from high school can be omitted. List work and volunteer experiences in reverse chronological order. When listing work experience or extracurricular and volunteer activities, include not only your position title, but also a brief synopsis of your duties AND the skills you used to carry out the position. Even a life-guarding job requires skills that transfer into the professional world!

Getting Started: Use the attached worksheet to collect the information you wish to include on your resume, then sit down at the computer and arrange it according to the format of your choice. Refer to the attached list of action verbs (see pages 5-7) to help you with your descriptions. It will probably take several revisions, but the result will be a great resume.

Help: The Office of Career Services will be more than happy to help you create a winning resume. We offer one-on-one guidance and a resume review service, and our library contains a number of resume writing books.

Resume Worksheet

What name will you use professionally? (i.e., some individuals prefer full name rather than using initials)

What is your permanent address and phone number and your school address and phone number? (To abbreviate a state, use two capital letters and no periods, i.e., TN, AL, etc.)

State the month and year you will receive your degree and whether it will be a B.S. or B.A. (example: The University of the South, Sewanee, Tennessee, B.A. expected May 2006.)

What is your major and minor (or concentration)?

State your cumulative GPA (you may add your GPA in your major).

Have you received any merit-based scholarships? If so, what are the names of the scholarships and what was the basis for the award?

List all academic honors you have received:

If you studied abroad, dates, name of foreign institution, program and any significant accomplishments:

If you transferred to Sewanee from another school, name of that school and any degrees, honors or accomplishments:

Name of high school, city, state and year of graduation (applicable more to freshmen and sophomores or students applying for positions in education):

Any high school honors or achievements of which you are especially proud and which are particularly relevant to the position for which you are applying?

List every job you have ever had, paid and unpaid positions, including work study. Include your job title, name of employer, city, state, dates of employment and a description of your duties and accomplishments.

Job 1)

Job 2)

Job 3)

Job 4)

List all volunteer or community service work or extracurricular activities. Include dates of involvement, all positions of responsibility or leadership, honors, goals met, committee memberships.

Item 1)

Item 2)

Item 3)

Item 4)

Item 5)

List your computer skills:

List any other special skills, such as foreign languages, which may be relevant to the position for which you are applying.

A Sample Resume Format

I. NEED A JOB

School address: 735 University Avenue • Sewanee, Tennessee 37383 • (931) 598-5555 • student@sewanee.edu

Permanent address: 5700 Parents Drive • Anywhere, Tennessee 10101 • (101) 555-1212 • name@hotmail.com

EDUCATION

The University of the South, Sewanee, TN, B.A. expected in May 2006

Major: Spanish

Minor: History

Cumulative GPA: 3.15

Major GPA: 3.66

Universidad Complutense de Madrid, Madrid Spain, Fall Semester 2003

Gained fluency in Spanish and greater organizational skills. Developed adaptability and the ability to recognize cultural differences. Completed all coursework in Spanish.

EMPLOYMENT

Tennis Camp, Tennis Instructor, Hometown, Georgia Summer 2002
Proposed and implemented improvements to a program for player development focusing on stroke mechanics and mental toughness. Served as a dormitory assistant for overnight junior campers. Created activities to strengthen team unity and increase motivation.

Camp Ozark, Camp Counselor, Funtown, Tennessee Summer 2001
Managed a cabin of twelve campers, ages 13-16. Taught tennis and riflery. Motivated campers to be positive in all aspects of life and helped direct daily activities for the campers.

Classy Country Club, Tennis Instructor, Sportsville, Tennessee Summers 1998-2000
Assisted junior players in stroke production and tennis strategies. Constantly reinforced fitness and footwork drills. Provided adults with effective exercises for strengthening mental toughness.

HONORS AND ACTIVITIES

Academic

- Order of the Gownsmen (an academic honor society)
- Member of Sigma Delta Pi (a National Spanish academic honor society)
- Southern Collegiate Athletic Conference Scholar-Athlete, 2003

Athletic

- Varsity tennis team, 2002 and 2003
- Southern Collegiate Athletic Conference Player of the Year, 2003
- Two-time winner of the Tiger Award, an award given to a player based on high performance, positive attitude and leadership

Community Leadership

- Habitat for Humanity
- Member of Sigma Alpha Epsilon Fraternity

Special Skills

- Fluent in Spanish
- Working knowledge of Microsoft Word, Excel, Eudora, Outlook

POWER WORDS

- Accept
- Acclaim
- Accommodate
- Accomplish
- Accredit
- Accumulate
- Achieve
- Acknowledge
- Acquire
- Act
- Activate
- Adapt
- Address
- Adopt
- Advance
- Advertise
- Advise
- Affirm
- Align
- Amount
- Analyze
- Announce
- Anticipate
- Appeal
- Appear
- Applaud
- Apply
- Appoint
- Appraise
- Appreciate
- Approach
- Appropriate
- Approve
- Approximate
- Arise
- Archive
- Arrange
- Array
- Articulate
- Ascend
- Ask
- Aspire
- Assemble
- Assign
- Assimilate
- Assist
- Associate
- Assume
- Assure
- Astonish
- Attach
- Attend
- Attract
- Audit
- Augment
- Author
- Authorize
- Automate
- Award
- Balance
- Beat
- Believe
- Blend
- Blitz
- Bonus
- Book
- Brand
- Broaden
- Budget
- Build
- Buy
- Calculate
- Cancel
- Capsulate
- Centralize
- Cause
- Champion
- Change
- Characterize
- Charter
- Clarify
- Classify
- Close
- Code
- Coincide
- Collect
- Combine
- Commiserate
- Commission
- Commit
- Communicate
- Compensate
- Compete
- Compile
- Complete
- Comply
- Compose
- Compound
- Comprehend
- Comprise
- Conceive
- Conceptualize
- Conclude
- Concur
- Conduct
- Conjoin
- Connect
- Consider
- Consolidate
- Construct
- Consult
- Contact
- Contain
- Contribute
- Convene
- Control
- Convert
- Convey
- Cooperate
- Coordinate
- Correspond
- Counsel
- Cover
- Create
- Credit
- Critique
- Cultivate
- Customize
- Decentralize
- Decide
- Declare
- Decline
- Defend
- Define
- Delegate
- Delete
- Deliver
- Demand
- Demonstrate
- Deny
- Deposit
- Depreciate
- Derail
- Derive
- Descend
- Describe
- Design
- Designate
- Desist
- Detail
- Detect
- Deter
- Determine
- Develop
- Devise
- Diagnose
- Dictate
- Differentiate
- Diffuse
- Diminish

- Disclose
- Discover
- Discuss
- Dispose
- Dispute
- Dissolve
- Distinguish
- Distribute
- Divert
- Divide
- Document
- Draft
- Drive
- Duplicate
- Earn
- Edit
- Effect
- Elevate
- Eliminate
- Embellish
- Embrace
- Emerge
- Empathize
- Emphasize
- Employ
- Empower
- Enclose
- Encompass
- Encounter
- Encourage
- Endorse
- Enforce
- Engage
- Engender
- Enhance
- Enlarge
- Enlighten
- Ensue
- Ensure
- Enter
- Entertain
- Entrust
- Envision
- Equip
- Escalate
- Establish
- Measure
- Monitor
- Estimate
- Evacuate
- Examine
- Exceed
- Excel
- Exclude
- Execute
- Exemplify
- Exhaust
- Exhibit
- Expand
- Expect
- Expedite
- Expense
- Experiment
- Explain
- Explode
- Explore
- Expound
- Express
- Extend
- Extract
- Exude
- Fabricate
- Facilitate
- Fashion
- Feature
- Feel
- Field
- Fight
- Finalize
- Finance
- Finish
- Finesse
- Focus
- Follow
- Force
- Forecast
- Forfeit
- Forge
- Form
- Format
- Formulate
- Foster
- Found
- Fragment
- Purchase
- Rate
- Frame
- Franchise
- Frequent
- Fuel
- Fulfill
- Furnish
- Gain
- Garner
- Garnish
- Gather
- Generalize
- Generate
- Give
- Globalize
- Glorify
- Graduate
- Grasp
- Group
- Grow
- Guide
- Handle
- Harbor
- Heal
- Heighten
- Help
- Highlight
- Hire
- Hold
- Honor
- Identify
- Illustrate
- Imagine
- Imitate
- Implement
- Imply
- Import
- Improve
- Incept
- Incite
- Include
- Increase
- Indicate
- Infer
- Influence
- Inform
- Infuse
- Select
- Serve
- Initialize
- Initiate
- Inject
- Inspire
- Install
- Instigate
- Institute
- Integrate
- Intend
- Intensify
- Interact
- Intercede
- Interface
- Interfere
- Interpret
- Intertwine
- Intervene
- Interview
- Introduce
- Invent
- Inventory
- Invert
- Invest
- Investigate
- Invoice
- Involve
- Isolate
- Itemize
- Join
- Judge
- Justify
- Know
- Label
- Launch
- Lead
- Lease
- Liaise
- List
- Loan
- Look
- Magnify
- Maintain
- Manage
- Mandate
- Market
- Master
- Track
- Train

- Motivate
- Negotiate
- Observe
- Obtain
- Operate
- Order
- Organize
- Originate
- Oversee
- Participate
- Performed
- Persuade
- Plan
- Prepare
- Present
- Prioritize
- Process
- Produce
- Program
- Project
- Promote
- Provide
- Publicize
- Publish
- Recommend
- Reconcile
- Record
- Recruit
- Reduce
- Refer
- Regulate
- Rehabilitate
- Remodel
- Reorganize
- Repair
- Report
- Represent
- Reproduce
- Research
- Restore
- Restructure
- Retrieve
- Review
- Revitalize
- Save
- Schedule
- School
- Screen
- Set
- Simplify
- Sold
- Solicit
- Solidify
- Solve
- Specify
- Stimulate
- Streamline
- Strengthen
- Structure
- Study
- Summarize
- Surpass
- Supervise
- Survey
- Synergize
- Synthesize
- Systemize
- Tabulate
- Taught
- Target
- Test
- Trace
- Transcribe
- Translate
- Travel
- Tutor
- Trim
- Tweak
- Update
- Upgrade
- Uphold
- Upkeep
- Urge
- Use
- Utilize
- Validate
- Vend
- Verity
- View
- Visualize
- Voice
- Volunteer
- Vote
- Withstand
- Work
- Write