

Resume Overview

WHY A GOOD RESUME IS IMPORTANT

It's your Brand - you can have great experience & grades, but a bad resume won't showcase what's needed for a recruiter to consider you for a role. Recruiters have about **30 seconds** to decide whether you'll be considered, so it's important to not only show your responsibilities but also your impact. Remember to be concise, relevant, & to the point. Companies such as Google receive many applications, so a good resume helps you stand out from the crowd.

THE BASICS - Resumes should be one page, 10-12 size font, 1.27cm margins, include your name and contact info, be in reverse chronological order, and should not be written in the first or third person

FORMATTING - Aesthetics are important, headings should always be included, consistency is key, be intentional - Lines, bullets, italics, capital letters, text alignment, and remember that the top half should include what you want people to notice first.

FORMATTING CHECKLIST - Ensure resume is consistent (spacing, bullets, headings, etc), reverse chronological order, correct tense, one page maximum

RELEVANT INFORMATION

Contact Information

Name, address, email, phone

Education

School, degree, major, grad date, cumulative GPA

Study abroad, summer educational programs, etc.

Optional - college awards or unique scholarships, relevant coursework

You don't need to list your high school, especially if you could use the space to highlight other more current achievements, leadership positions, etc...

Experience

Should be relevant and show your impact (not just work responsibilities)

Organization/company name, title, location (city and country), dates

Use action verbs!

Can break this up into specific sub-sections (relevant, additional, etc.)

Other Possible Sections

Involvement in clubs, sports, research, selective programs, non-profits, etc.

Highlight leadership roles (President, etc.)

Honors and awards

Skills - computer and foreign language

Personal interests and hobbies

Questions to Think About

What do you want people to notice first?

What are you applying for? What are they looking for?

What transferable skills do you have that is relevant to this opportunity?

Show Your Impact

Metrics - include numbers and provide context
What did you accomplish or contribute? For what purpose?

Did you create or improve something?

How many people were affected by your work?

How many people were selected or considered for this opportunity?

Building Your Resume

- Get involved on campus, take on leadership roles, volunteer, etc.
- Apply for internships and new opportunities
- Visit your Career Center - think about the next steps, such as interviewing, etc.
- **Get feedback!**

Action Verbs

addressed	corresponded	increased	presented
administered	decided	influenced	presided
advertised	defined	initiated	prioritized
analyzed	delegated	inspected	produced
appointed	described	instituted	promoted
approved	developed	interacted	proposed
arbitrated	directed	interpreted	publicized
arranged	discussed	interviewed	recommended
articulated	drafted	involved	reconciled
assigned	edited	joined	recruited
attained	elicited	judged	referred
authored	eliminated	led	reinforced
authorized	emphasized	listened	reorganized
chaired	enforced	managed	replaced
clarified	enhanced	marketed	reported
collaborated	enlisted	mediated	resolved
communicated	established	merged	responded
composed	executed	moderated	restored
condensed	explained	motivated	reviewed
conferred	expressed	negotiated	scheduled
considered	formulated	observed	solicited
consolidated	furnished	organized	specified
consulted	generated	originated	spoke
contacted	handled	outlined	streamlined
contracted	headed	overhauled	strengthened
controlled	hired	oversaw	suggested
conveyed	hosted	participated	summarized
convinced	improved	persuaded	translated
coordinated	incorporated	planned	wrote

Source: Wake Forest University's Career Center (the top Google result for "action verbs for resume")

HARRY POTER

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EDUCATION 2008-2012	UNIVERSITY OF HOGWARTS School of Witchcraft and Wizardry B.A. in Magic, Cumulative GPA 2:1	UK
EXPERIENCE Summer 2014	THE DONUT PLACE Communications Intern <ul style="list-style-type: none">• Oversaw the digital and traditional communications strategy for the company using existing data, social media analysis, and consumer focus groups.• Created and presented a proposed outreach strategy to senior management outlining a strategy to increase holiday sales.	Birmingham, UK
Summer 2013	NICE CLOTHES Sales Representative <ul style="list-style-type: none">• Developed rapport with clients in order to recommend products.• Handled inventory, addressed complaints, and worked with a team of 15 to help provide a strong customer service experience.	Manchester, UK
Fall 2013	THE FRO-YO GUY Social Media Manager <ul style="list-style-type: none">• Implemented online marketing initiatives, including a customer loyalty program for the store's 5,000 social media followers.• Utilized SMO/SEO software such as Google AdWords to develop fan base; increased viewership by as many as 10,000 views during various online marketing campaigns.	Edinburg,, UK
LEADERSHIP 2014-Present	BIRMINGHAM SALES AND ADVERTISING CLUB Treasurer <ul style="list-style-type: none">• Oversee the club's \$50,000 annual spending budget.• Transitioned the club to an new online payment system in order to efficiently collect membership dues from the club's 150 members.	Birmingham, UK
ADDITIONAL	<ul style="list-style-type: none">• Native in French, Fluent in English• 1 of 40 students selected for the Google BOLD Immersion Program• Proficient in MS Office suite and Google Apps• Student's Union President• Volunteer every week at the local animal shelter• Avid basketball player	

HERMIONE GRANGER

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EDUCATION

University of Hogwarts

May 2015

Department for the Regulation and Control of Magical Creatures, B.A. in Magic,

Cum. GPA: 2:1

Centro Internacional de Estudios, Madrid, Spain (Spring 2012) – International business courses

EXPERIENCE

Education for Everyone, London, UK

May 2014 - Present

Summer Teaching Intern, Mountain View Middle School

- Designed lesson plans for a 6th Grade English course to improve reading, writing and critical thinking skills
- Controlled 4 classes of 15 students and employed classroom management strategies to enforce appropriate behavior
- Evaluated the development of English skills through writing assignments and comprehension quizzes
- Constructed and taught a 5-week curriculum for an elective class on time management

Ministry of Magic, Hogwarts, UK

Aug. 2013 - Oct. 2013

Events Assistant, Office of Events Management

- Coordinated logistics of campus events and processed reservation requests for student clubs and departments
- Resolved scheduling conflicts by consulting clients to consider alternative options
- Interpreted and enforced Union policies to make efficient use of limited equipment, space, and staff

Food Truck on Hogwarts Inc, Hogwarts, UK

June 2012 - Sep. 2012

Outside Sales Representative

- Presented creative solutions to help local businesses increase their clientele within the college market
- Overcame objections by identifying marketing potential and negotiating advertising agreements with owners
- Distinguished as the 3rd highest seller among a regional sales staff of 50 representatives
- Over \$27,000 in contracts closed over a 12-week sales period

LEADERSHIP & ACTIVITIES

Hogwarts Admissions Ambassador - External Relations Committee, Morale Committee

- Lead weekly campus tours to prospective Hogwarts students and parents
- Interview and evaluate over 300 aspiring applicants to select a new class of ambassadors
- Orchestrate team-building activities to foster camaraderie among members, including the new ambassador offsite

Helping International - Planning Team

- Oversaw on-campus business ventures that cumulatively raised over \$10,000 for philanthropic projects abroad
- Collaborated with students and faculty to determine allocation of excess funds
- Arranged meetings with small business owners to forge and strengthen partnerships for a local outreach event

Hogwarts Student Activities Center – Sophomore Leadership Retreat Leader

- Recruited and mentored rising student leaders to encourage collaboration and community
- Assisted with workshops on organizing resources, efficient planning, and communication etiquette

SKILLS & INTERESTS

Languages: Native in Spanish; Fluent in English, Intermediate French (Speaking and Writing)

Computers: Proficiency with Microsoft Office Suite, Adobe Photoshop, Google AdWords

Travel: Community service trips to India and Australia and recently visited several European countries