

# Hartwick College Career Services Resume Guide

## THE PURPOSE OF A RESUME

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The resume is an advertisement of YOU. A resume is one of the most important aspects of your job search. It represents your qualifications, interests, and goals and accomplishments. An effective resume will grab the reader's interest. The best resumes are targeted to the position you are seeking.

### Resumes also:

- Persuade an employer to grant you an interview
- Provide a frame of reference for an employer during an interview.
- Serve as a reminder or summary of your experience after an interview.

## GETTING STARTED

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To get started, list everything that you have done that relates to each of the categories below. Don't limit yourself at this point; list everything you can think of, even if it seems trivial.

### Categories

- |                   |                            |                          |
|-------------------|----------------------------|--------------------------|
| ▪ Education       | ▪ Campus Activities        | ▪ Technical Skills       |
| ▪ Honors/Awards   | ▪ Work Experience          | ▪ Internship Experience  |
| ▪ Summer Jobs     | ▪ Volunteer Experience     | ▪ Leadership Experience  |
| ▪ Language Skills | ▪ International Experience | ▪ Conferences/Presenting |

Next, to decide which items belong on your resume, ask yourself the following questions:

- Which items represent my most recent and most significant accomplishments?
- What are you most proud of?
- Which items would be of general interest and relevant to an employer?
- Which items shed light on different facets of my personality?
- Which activities have been superseded by more recent involvement

## ITEMS THAT DON'T BELONG ON A RESUME

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Salary requirements, references names and addresses, personal data (age, height, weight, and marital status) reasons for leaving a position, typos!

*\*A note about using a spellchecker: Using a spellchecker is a good way to rough out spelling errors but don't rely on it totally. It can't detect words that have been used improperly (i.e., using the word "if" in the place of "in"); good grammar is essential.*

## PHRASING THE RESUME

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- Use third person (no "I," "My")
- Use concrete, specific nouns and strong action words (see the following page)
- Quantify as much as possible (i.e., "Supervised a staff of ten lifeguards.")
- Stress the positive; omit the negative
- Use concise phrasing and avoid abbreviations.

## APPEARANCES COUNT!

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- Keep it short! One page should suffice.
- Strive for balance. Visually attractive resumes command more reading time than cluttered pages filled with big blocks of print.
- Use underlining, **bolding**, *Italics* to set words and statements apart. However, you don't need to use lots of color.
- If you are printing, use good quality paper--100% cotton in white, off white, or other neutral colors are best.
- If you are sending as a PDF or Word document, make sure you save it as lastname.firstname.resume.
- TAILOR IT TOWARD POSITION YOU'RE LOOKING FOR!

## TWELVE MOST COMMON RESUME WRITING MISTAKES

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1. Too long (preferred length is one page).
2. Disorganized- information is scattered around the page- too hard to follow.
3. Poorly typed and printed- hard to read- looks unprofessional.
4. Overwritten- long paragraphs and sentences- takes too long to say too little.
5. Too sparse- gives only bare essentials of dates and job titles.
6. Not oriented for results- doesn't show what the candidate accomplished on the job.
7. Too many irrelevancies- height, weight, sex, health, marital status- not needed.
8. Misspellings, typographical errors, poor grammar- resumes should be carefully proofread before they are printed and mailed. Also watch out for uneven margins and sloppy set-up.
9. Tries too hard- fancy typesetting and photographs are a distraction.
10. Misdirected- too many resumes arrive on employers' desks unrequested, and with little or no apparent connection to the organization- cover letters would help avoid this.
11. Stating your salary requirements. Say nothing about salary or benefits until it comes up in the interview.
12. Leaving out important directory information such as your mailing address or telephone number. Also don't forget to include your area code.

## Action Verbs

<p><b>MANAGEMENT</b></p> <p>administered analyzed assigned attained chaired contracted consolidated coordinated delegated developed directed evaluated executed improved increased organized oversaw planned prioritized produced recommended reviewed scheduled strengthened supervised</p>	<p><b>COMMUNICATION</b></p> <p>addressed arbitrated arranged authored corresponded developed directed drafted edited enlisted formulated influenced interpreted lectured mediated moderated motivated negotiated persuaded promoted publicized reconciled recruited spoke translated wrote</p>	<p><b>DETAIL</b></p> <p>approved arranged catalogued classified collected compiled dispatched executed generated implemented inspected monitored operated organized prepared organized prepared processed purchased recorded retrieved screened specified systematized tabulated validated</p>	<p><b>RESEARCH</b></p> <p>clarified collected critiqued diagnosed evaluated examined extracted identified inspected interpreted interviewed investigated organized reviewed summarized surveyed systematized</p>
<p><b>TECHNICAL</b></p> <p>assembled built calculated computed designed devised engineered fabricated maintained operated overhauled programmed remodeled repair solved trained upgraded</p>	<p><b>TEACHING</b></p> <p>adapted advised clarified coached communicated coordinated developed enabled encouraged evaluated explained facilitated guided informed initiated instructed persuaded set goals stimulated</p>	<p><b>FINANCIAL</b></p> <p>administered allocated analyzed appraised audited balanced budgeted calculated computed developed forecasted managed marketed planned projected researched</p>	<p><b>CREATIVE</b></p> <p>acted conceptualized created designed developed directed established fashioned founded illustrated instituted integrated introduced invented originated performed planned revitalized shaped</p>

# John C. Hartwick

Hartwick College  
Box 000, 1 Hartwick Drive  
Oneonta, New York 13820

hartwickc@hartwick.edu  
(607) 555-5555

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## EDUCATION:

<b>Hartwick College</b>	<b>Oneonta, NY</b>	<b>May 2014</b>
Bachelor of Arts in History		
Political Science Minor		
GPA: 4.0		
Senior Thesis: "Title"		

## RELEVANT COURSEWORK:

- Historical Methods
- American, European, and Global History
- International Relations, Foreign Policy, and Comparative Politics

## GLOBAL EXPERIENCE AND RESEARCH:

<b>Emerson International Scholarship Recipient</b>	<b>2012</b>
<ul style="list-style-type: none"><li>• Traveled to South Africa in the Summer of 2010 to conduct an independent research project about the continuing effects of apartheid</li><li>• Interacted with locals and visited museums and archives in the cities of Johannesburg and Cape Town</li></ul>	
<b>Romania: Past, Present, and Potential</b>	<b>January 2011</b>
<ul style="list-style-type: none"><li>• Participated in a faculty-led trip to Romania to study the economics, history, and culture of the region</li></ul>	

## EXTRA-CURRICULAR ACTIVITIES:

### Campus Club or Honor Society #1 (2011-present)

- Elected Vice President 2010-2011
- Increased knowledge of the club's existence and experienced a large increase in club membership numbers
- Organized and led community service events such as....

### Campus Club or Honor Society #2 (Fall 2012-present)

- Explanation

## COMMUNITY SERVICE/VOLUNTEER:

<b>Volunteer Position #1</b>	<b>City, NY</b>	<b>2010-Present</b>
<ul style="list-style-type: none"><li>• Helped with...</li><li>• Interacted with....</li></ul>		
<b>Volunteer Position #2</b>	<b>City, NY</b>	<b>2010-2011</b>
<ul style="list-style-type: none"><li>• Coached youth...</li><li>• Gained valuable experience with...</li><li>• Provided...</li></ul>		
<b>Volunteer Position #3</b>	<b>City, NY</b>	<b>2009-2012</b>
<ul style="list-style-type: none"><li>• Assisted....</li><li>• Furthered my experiences in...</li></ul>		

## WORK EXPERIENCE:

<b>Employer #1</b>	<b>City, NY</b>	<b>2005-present</b>
Job Title		
<ul style="list-style-type: none"><li>• Work with...</li><li>• Supervise...</li></ul>		
<b>Employer #2</b>	<b>City, NY</b>	<b>2009- 2010</b>
Job Title		

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**Hartwick Student**  
1142 One Hartwick Drive  
Oneonta, NY 13820  
[Student@hartwick.edu](mailto:Student@hartwick.edu)

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## Education

**Hartwick College (2014)**, Oneonta, NY

Bachelors of Arts in Economics with Math Minor(3 year degree program)

GPA 3.6

### Relevant Coursework

Microeconomic Theory; Macroeconomic Theory; Econometrics; Single & Multi-Variable Calculus; Linear Algebra; Math Modeling; Financial Accounting, and Finance.

## Work Experience

**End the Occupation (USCEIO)**, Washington, DC

*Intern, June 6<sup>th</sup>, 2013 – August 23<sup>rd</sup>, 2013(Full Time)*

- Researched the locations, business activities and subsidiaries of corporations connected to the USCEIO work and message as well as legal documents and pending legislation related to USCEIO and compiled information into Excel database
- Re-designed interactive interfaces for Excel database using Tableau software
- Embedded the newly created Tableau interfaces in the organization's website and handled technical issues associated with public use

**New York Council for Non-profits (NYCON)**, Oneonta, NY

*Intern, January 11, 2012 – February 1<sup>st</sup>, 2012 (Part Time)*

- Acquired knowledge of non-profit organizational structure, funding and management through attendance at business meetings and panel discussions
- Assisted in reviewing grant proposals

**Gaza Community Mental Health Program (GCMHP) Public Relations Dept.**, Gaza, Gaza Strip

*Intern, July 2011 – August 2011 (Full Time)*

- Helped organize events in collaboration with staff members in the public relations department
- Translated reports and news paper articles from Arabic to English and vice versa

## Skills and Competences

- Computer: Microsoft Word, PowerPoint and Excel, including basic programming; Tableau; STATA; HTML; CSS
- Language: English (fluent), Arabic (fluent), French (basic)

## Extra-Curricular Activities

- Member of the Model United Nations Club in Hartwick College ;attended two national MUN conferences (September 2011 – Present)
- Vice President of the International Club in Hartwick College (February 2012– Present)

# Lisa A. Student

607-431-0000, StudentL@hartwick.edu

## Permanent Address:

P.O. Box 8888  
Somewhere, MA 33333

## Campus Address:

Hartwick College Box 000  
Oneonta, NY 13820

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## Education

*Hartwick College* - Oneonta, NY

Bachelor of Arts, Psychology

May 2011

Minor: Anthropology

Overall GPA: 3.53, GPA in Psychology: 3.8

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## Research

*Senior Thesis*, "Effects of Resume Templates on Job Success"

Fall 2010-Spring 2011

- Funded by Freedman Award for Cognitive Science, a competitive research grant

- Presentation at Eastern Psychological Association conference, March 2011

*Independent Study*, "The Student Culture of Hartwick College"

Fall 2009

- Capstone project for Anthropology minor

- Presentation at Hartwick Student Scholar Showcase, May 2011
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## Volunteer and Internship Experience

*Opportunities for Otsego Intern*

Spring 2011

- Assisted with....

- Independently worked on (project)

*Hartwick College Career Advising Peer*

Fall 2010-Spring 2011

- Volunteer position in Career Development and Education office

- Support students seeking and applying for internships and jobs

- Review and edit resumes and cover letters
- 

## Club Leadership

Campus Club #1, President

Fall 2009-Spring 2011

Campus Club #2, Vice President

Fall 2010-Spring 2011

Campus Club #3, Treasurer

Fall 2010-Spring 2011

Honor Society, Active Member

Spring 2010-Spring 2011

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## Work Experience

*Hartwick College Academic Affairs*, Peer Leader/FYS Mentor

Fall 2010-Spring 2011

- Mentor and teacher's assistant for a First Year Seminar of 20 freshmen

*Hartwick College Office of Advising and Registration*, Tutor

Fall 2010-Spring 2011

- Provide academic assistance for students requesting help in psychology

*Grocery Store, Somewhere, MA*, Cashier

Summers 2008-2010

- Handled money, stocked shelves, and assisted customers

## **Nursing Student**

Address

Phone: 555-555-5555 • Email: students@hartwick.edu

### **EDUCATION**

Bachelor of Science in Nursing / Hartwick College (May 2014)

Oneonta, NY

Cumulative GPA: 3.54

*Thesis Topic:*

### **AWARDS & HONORS**

Dean's List : 2010, 2011, & Fall 2013

Judge William Cooper Scholarship

One of twenty selected in Monroe County to participate in New Visions Medical Program: 2010

### **CLINICAL EXPERIENCE**

*Completed over 1000 hours and four years of hands on nursing care in the following clinical areas:*

- **Albany Medical Center and St. Margaret's Center** : Provided hands on pediatric care for children of all ages on a medical surgical unit and in a long-term care facility.
- **A.O. Fox Memorial Hospital and Bassett Healthcare & Affiliations** : Provided the highest quality of care in a 60-bed hospital and the Bassett network affiliated with New York-Presbyterian Healthcare System. Developed sufficient nursing skills on medical surgical floors, maternity wards, outpatient mental health clinics, and intensive care units passing medications, utilizing equipment and technology, prioritizing patient needs, and delegating with peers and staff.
- **At Home Care** : Visited patients in their homes placing urinary catheters, packing wounds, turning and repositioning, and utilizing assessment skills in collaboration with other nurses.
- **Otsego Manor** : Perfected health assessment skills and therapeutic communication techniques amongst the geriatric population.
- **Rural Cultural Experiences** : Practiced nursing skills and at home care in rural settings becoming more culturally competent.

*Completed over 200 hours of clinical experience during nursing practicum:*

- **Boston Children's Hospital** : (Beginning in April 2014)

### **WORK EXPERIENCE**

**Rochester General Hospital**, Oncology/Hematology Medical Surgical Floor, Rochester, NY

Patient Care Technician, per diem • December 2010-present.

### **LEADERSHIP ACTIVITIES**

**Hartwick College Association of Student Nurses** : 2010-2014

Secretary of Hartwick College Association of Student Nurses : 2013-2014

Unified Nursing Instructional Team (UNIT) Manager : 2011-2012

Anatomy and Physiology Tutor : 2012-2013

### **CERTIFICATIONS**

American Heart Association Acute Cardiac Life Support (ex 09/15)

American Heart Association Basic Life Support for Healthcare Providers (ex 07/14)

National Institutes of Health, Office of Extramural Research, Institutional Review Board Training

Office of Minority Health, Culturally Competent Nursing Care (2011)