

# RESUME WRITING



A resume is a tool designed to convince the reader to contact you for an interview. A well-written resume will market your skills, achievements, experiences and future capabilities.

## Education

Include degree, institution, major, minor, and date of completion. Optional content: GPA, honors, study abroad, relevant coursework.

## Experience

Experience should include part-time jobs, internships, volunteer roles, and other professional development experiences. Ensure your title clearly defines your role.

## Provide Evidence

The bullet points under your title describe your skills and accomplishments in that role. See formula for writing bullet points on next page.

## Additional Categories:

Tailor your resume to highlight the skills and qualifications that are most relevant to the position. Additional categories you might consider:

- Activities
- Lab Skills
- Language Skills
- Projects
- Research Experience
- Technology Skills

## John B. Ennie

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### EDUCATION: Bachelor of Arts: Psychology

Anticipated May 20XX

St. John's University, Collegetown, MN, GPA: 3.65/4.0  
Minor: Communication  
Honors: President's Scholarship, Study Abroad: Galway, Ireland, Fall 20XX

### HIGHLIGHTED COURSEWORK:

Abnormal Psychology, Behavioral Psychology, Research Methods, Social Psychology, Psychology of Gender, Group Dynamics and Developmental Psychology

### RELATED EXPERIENCE:

#### School Counselor Intern

June 20XX-Present

South Junior High, St. Cloud, MN

- Facilitate individual and group counseling sessions on topics related to family/peer relationships, academics and conflict resolution.
- Maintain confidentiality and professionally communicate with all students.
- Interview and observe middle school guidance counselors and psychologists.
- Demonstrate excellent interpersonal relation skills when working with students and staff.

#### Career Assistant

September 20XX-May 20XX

Experience and Professional Development, St. John's University, Collegetown, MN

- Assisted student individually and in groups with career research and exploration activities.
- Provided students with information and decision-making strategies related to careers.
- Professionally communicated with alums while planning and coordinating logistics for events.
- Demonstrated attention to detail while helping students with resumes and cover letters.

#### Emergency Services Program Support Intern

January 20XX-May 20XX

Catholic Charities, St. Cloud, MN

- Communicated effectively while working with donors, businesses, churches and organizations in the community to increase support for the program.
- Wrote and published articles and media information to educate on program services.
- Planned and facilitated presentations to community on issues regarding poverty and hunger.

#### Camp Counselor

Summers 20XX-20XX

Friendship Ventures, Annandale, MN

- Supervised activities and managed health, wellbeing, and safety of children with special needs.
- Built trusting relationships with campers and served as a role model.
- Ensured open communication with campers, families, and camp staff.
- Assisted in planning and implementing daily and evening activities.
- Utilized problem solving and critical thinking skills when concerns arose with campers.

### ADDITIONAL EXPERIENCE:

Landscape Assistant, Henry's Lawn Service, Minnetonka, MN

Summers 20XX-20XX

### COMPUTER SKILLS:

Microsoft Office (Outlook, Word, Publisher, PowerPoint, Excel), Adobe Photoshop

### CAMPUS AND COMMUNITY INVOLVEMENT:

Psychology Club, Communication Club, Varsity Hockey athlete, church volunteer, intramural sports

# TIPS FOR STANDING OUT



## Do...

- Keep your resume to one page in length unless you have enough relevant experiences to have two full pages
- Tailor your resume by using keywords from the position description in your bullet points, as well as keeping more relevant information closer to the top
- Use an easy-to-read font and size 10-12 point
- Use short phrases rather than sentences
- Have a mentor review your resume for any spelling, grammar, and layout errors
- When printing your resume, print on quality resume paper

## Don't...

- Use personal pronouns (e.g. "I", "me" or "my")
- Include high school information, especially as a junior or senior (unless directly relevant)
- Include personal information such as age and marital status
- Rely on spell check to catch typos
- Use abbreviations
- List references (send a list of references separately if asked)

## Writing Bullet Points:

Provide evidence that you are the right candidate by articulating your skills and accomplishments. Use the formula below to begin.

1

*What did you do in the role?  
What were your accomplishments?*

2

*Name the skills and/or traits you used  
to do your work well.*

3

*Begin to form your statements by  
starting with action verbs, giving detail  
and including accomplishments.*

I was responsible for 30 residents on my floor and talked with them daily.



Communication, Interpersonal Skills, Empathy, Relationship Building, Patience, Dependable, Mentor



- Serve as a mentor and build trusting relationships with 30 college students daily.

I plan events for my floor.



Event Planning, Critical Thinking, Needs Assessment, Attention to Detail, Organization, Communication



- Successfully plan events of up to 50 attendees to increase student awareness of physical and mental wellbeing.



## Optimize your Resume for ATS Software:

Applicant Tracking Systems (ATS) help companies collect, sort, and select applicants for further review. They use keywords from the job description looking for exact matches in a candidate's resume. Tips for making sure your resume makes it through an ATS search:

- Include as many keywords from the job description in your resume that match your skills and qualifications
- Keep your formatting simple and consistent, especially section headings and key dates
- Submit your resume in .pdf or .docx format



## Next step...

- Have your resume reviewed by a career mentor.

