

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, Collegeville, 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, Collegeville, 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.
- Review additional resume writing resources in the [XPD Canvas Course](#).

