

# Getting Started: Creating a Resume



## Things to keep in mind...

An average employer spends **THIRTY** seconds (or less) evaluating a resume

**TAILOR** your resume to each job you apply for

As a general rule, college students and recent grads should have a **ONE** page resume

Be sure to **PROOFREAD** your document...several times. Have it critiqued by others

Be **TRUTHFUL**; don't exaggerate your experience

Use **ACTION** verbs to emphasize accomplishments

Don't use a resume template; it's better to **CREATE** your own format

## A great document begins with...

### 1. A thorough analysis of the job description and research of the company.

Research the company you are applying for. Read the job description carefully; circle key words of qualities they are looking for or things that describe the organization.

Check out their website and any literature available to help you tailor your qualifications to fit their needs. It may help to research the general industry you are hoping to work in to learn of any trends and characteristics of employees who are successful in the field.

### 2. A list of your activities and accomplishments.

Write down everything you can think of that you have accomplished during college. Not only will this jog your memory of all your involvement, it can become a running "Master Resume" where you can keep track of your achievements. Remember, it is not so much the activity, but what you accomplished or achieved through the activity that is of interest to the employer.

Write down class projects, research experiences, work history, internships (paid/unpaid), volunteer activities, campus involvement, study abroad, etc. This is just brainstorming, so don't worry about whether or not everything relates to the job.

**It is not the activity,  
but what you accomplished through the activity  
that is of interest to the employer**

### 3. Understanding and Articulating your skills

While brainstorming, you likely listed everything you worked on or tasks you performed. This is a great start. Now, focus on the skills you obtained from such tasks. The following steps will help you think about turning 'run-of-the-mill' bullet points into 'bulked-up accomplishment statements':

- |                       |  |
|-----------------------|--|
| STEP ONE - Skill:     | What did you do in this setting?   |
| STEP TWO - Structure: | What did you learn and/ or what skills did you acquire?                                    |
| STEP THREE - Verb:    | Add an action verb to what you learned/acquired.   |
| STEP FOUR - Clarify:  | Go back to original duty and clarify by asking yourself - who, what, where, when, why, how |

### 4. Grouping your experiences

Start grouping your experiences into different headings. Sample sections might be: Leadership, Student Involvement, Employment Experience, Community Service & Volunteer Work, Relevant Experience, Computer skills, Internships, Awards & Achievements.

Each person's resume will be different, so it's impossible to address all the possible sections that may appear. The important thing is to highlight what you have in a way that makes sense to the reader and illustrates what is relevant to the position.

# Basic Resume Components

**Contact info:** include a current address and a professional email address

**Objective:** Tailor this to each specific position and/or company.

**Summary of Qualifications:** *Optional* - include key attributes you want employers to see first (ex: bilingual in..., computer skills, X number years experience in..., etc).

**Education:** Name of school with city/state; degree received and major. State your GPA if it's above a 3.0 and your graduation month/year.

- Include sections for *Relevant Courses, Honors or Awards, and Study Abroad*, if applicable.

**Experience:** Many things fit under the 'umbrella' of experience. Paid, volunteer, or internship work; involvement in student clubs or professional organizations; volunteer or community service activities.

- Focus on accomplishments and your individual contributions to show employers what you are capable of!
- Although many things may fall under 'experience,' group them into categories to best highlight your experiences and make it easier for employers to quickly scan your information

**Depending on your personal experiences and the industry you are interested in, your resume may be comprised of other components. Be sure to research industry standards, work with Center for Career Development, and talk with professionals in your chosen field for feedback.**

## Example of Putting in All Together

"Highlight the experiences you have in a way that makes sense to the reader and illustrates what is relevant to the position."

### Contact Info:

Nita Job

Cell: 123-123-1234      nita@lvc.edu

**Permanent:** 1700 Main St.  
Littletown, PA 17070

**Current:** Stanson Hall 1000, LVC  
Annville, PA 17003

### Objective:

**OBJECTIVE:** To obtain an entry level accounting position with XYZ company.

### Summary:

#### SUMMARY OF QUALIFICATIONS:

- Nearly 4 years in customer service through work history and internship
- Dedicated individual with reliable work ethic, as demonstrated through leadership roles in campus organizations and employment
- Creative and analytical problem solver; organized and thorough
- Written and verbal communication skills; semi-fluent in Spanish

### Education:

#### EDUCATION:

Bachelor of Science      May 2013  
Major: **Accounting**; Minor: Spanish      GPA: 3.42  
Lebanon Valley College      Annville, PA

*Honors:* Dean's List (4 years), Academic Partnership Scholarship, Vickroy Scholarship

*Study Abroad Experience:* Buenos Aires, Argentina      Fall 2009

- Cultivated communication, cultural awareness skills through travel and interactions with international students and host family

### Relevant Experience:

#### ACCOUNTING EXPERIENCE:

*Internship, ABC Firm*      Spring 2009

- List accomplishments
- List accomplishments
- List accomplishments
- List accomplishments

*Volunteer, Volunteer Income Tax Assistance Program*      Spring 2008

- List accomplishments
- List accomplishments

*Accounting Society member*      Fall 2007-Present

- Attends monthly meetings and events-helped to organize last 2 speakers

### Professional Skill/Student Involvement:

#### LEADERSHIP:

*Vice President, S.A.F.E (Student Action for Earth)*      Fall 2009-Present

- Leads members in environmental initiatives to promote awareness of recycling, cleaning up, and taking care of the earth. Co-directed campus wide recycling campaign by distributing fliers on appropriate recycling and procuring recycling bins for all buildings

### Work Experience:

#### EMPLOYMENT HISTORY

*Cashier, Giant Foods*      Cleona, PA      Aug. 2006-Present

- Recognized as a natural leader and asked to assist in orientation and training of new employees.