

# INTEGRATIVE CAREER DEVELOPMENT

## EFFECTIVE RESUME WRITING

### **Purpose:**

A resume is a written compilation that showcases your education, work experiences, volunteer experiences, extracurricular activities, qualifications and technical skills that are relevant to the position for which you are applying. Because a resume is often the first impression that you will make on a hiring manager, it needs to be free of any mistakes such as typos, misspellings and punctuation/grammar errors.

### **How to begin the resume writing process:**

- Write everything you've done within the past few years including education, jobs, internships, volunteering, extracurricular experiences, sports, clubs, etc.
- If you are applying to a specific position, review the job description to determine the qualifications the employer is seeking.
- With the specific position in mind, keep the most relevant material on your resume and write descriptions that include key words/phrases from the job description.

### **When writing your resume, it's important to:**

- Be honest with all content.
- Tailor your resume to each position to which you're applying, using key words/phrases from the job description.
- Review each detail on your resume to ensure complete accuracy regarding spelling, grammar and punctuation.

### **Formatting:**

- Resume should be one single-sided page.
- Font should be consistent, black and not smaller than point 10.
- Content should be organized into sections.
- Content in each section should be consistent throughout your resume, including punctuation, the order of your organization names/locations/titles, dates and bolded/italicized material.
- Bolded material should be used sparingly and appropriately so that it stands out. Bolded material can include your name, section titles such as "Work Experience" and all organization names such as "Mitchell College".
- Italicized material should be used sparingly and appropriately as well. Italicized material could include your job/internship titles.

### **Content:**

- Resume sections should include Header, Education, Work Experience, Volunteer Experience, Extracurricular Activities, and Skills and Interests. Additional sections can include Profile, Leadership, and Honors and Awards.
- A section can be tailored to your experiences; for example, if you have relevant hospitality

experience and are applying to work at a resort, rather than having a section titled “Work Experience”, the title could be “Hospitality Experience”.

- Experiences in each section should be listed in reverse chronological order with the most recent experience at the top, followed by the second-most-recent experience, etc.
- Each experience included in the body of your resume should be accompanied by a brief description about your demonstrated skills/accomplishments from that experience. That material can be in either a bullet point or fully written format.
- Bullet points can be written using the Action-Project/Problem-Result format, beginning with an action verb.
- Bullet point verbs must be written in the proper tense, so if the experience is still in progress, use present tense verbs for example.
- Effective bullet points include measurable accomplishments such as “Chosen as the only Intern to participate...” or “Improved output by 30%.”

### **Sections:**

#### ***Header:***

This section should include your name, street address, phone number and email address (typically your Mitchell email address). Additional information could include the custom URL to your LinkedIn account. A Header example:

### **John Mitchell**

14 West Chapel Street, New London, CT 06320  
860-663-4906 • johnhmitchell@gmail.com

#### ***Education:***

This section should include Mitchell College, New London, CT and May 201x (or 202x) for your graduation date. Other content can include your major if declared, your GPA (out of 4.00) if it is above a 3.0, references to semesters during which you earned Dean’s List or Commendable Scholar, any academic scholarships or awards, and any coursework that is relevant to the position/industry to which you’re applying. An Education example:

**Mitchell College**, New London, CT

May 2018

*Bachelor of Science*, Major: Early Childhood Studies

GPA: 3.50/4.00; Dean’s List Fall 2015, 2016, Spring 2016, 2017; Commendable Scholar Fall 2017

*Recipient:* John Miller Academic Achievement Award 2016

*Relevant Coursework:* Educational Psychology, Education Evaluation and Assessment

#### ***Work Experience:***

This section can include your professional experiences, which should be ordered in reverse chronological order, with the most recent experience at the top, followed by the second-most-recent experience, etc. Each experience should be accompanied by a description in written or bullet point form. Dates should include the exact month and year. An Experience example:

**Academy Street School**, Norwich, CT, *Teacher Assistant*

October 2016 – April 2017



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- Assisted 2<sup>nd</sup> grade teacher with devising effective math and science lesson plans to ensure students learned all content appropriately.
- Monitored students during outdoor and indoor playtime to assure they were having positive and healthy experiences.
- Organized, arranged and cleaned classroom prior to each school day to maintain a clean and healthy environment.

***Volunteer Experience:***

This section can include all recent/relevant volunteering opportunities that you've participated in and can be formatted in the same style as your Work Experience section. A Volunteer Experience example:

- Meals on Wheels, Meriden, CT, Volunteer** May 2017 - Present
- Pick up meals and beverages from the local community center and distribute them to assigned clients throughout Meriden.

***Extracurricular Activities:***

This section should include all extracurricular experiences that you have at Mitchell. It does not necessarily need to be in the bullet point format. An Extracurricular Activities example:

- Varsity Baseball, Mitchell College, Pitcher** September 2014 - Present
- NECC Conference Champions and NCAA Division III Regional Participants 2015, 2016
  - NECC Pitcher of the Month April 2017

Or

- Mitchell College Student Government Association, Vice-President** October 2016 - Present

***Skills and Interests:***

This section can be an effective way to showcase your technical skills and should include specific computer program names. If you have foreign language skills, they can be included in this section as well. Including interests is a useful way to illustrate your hobbies, which can be a bridge to you connecting with an interviewer and making yourself a more memorable candidate. A Skills and Interests example:

**Computer:** Microsoft Word, Excel, PowerPoint, Final Cut Pro

**Language:** Basic Spanish

**Interests:** Theater, skiing, golf, travel

**ADDITIONAL SECTIONS THAT CAN BE INCLUDED:**

***Profile:***

This can be an effective way to grab the employer's attention at the top of your resume and show them why you are qualified for a position. It is a brief summary of skills, qualifications, credentials, experiences and goals. It is more beneficial than an Objective because it emphasizes what you can bring to an organization rather than what you want to gain from an organization.

A Profile example:

Detail-oriented college senior majoring in Criminal Justice with three+ years experience working in the CT Court of Probation system. Strong verbal and written communication skills. Adept at successfully meeting deadlines. Seeking to apply my educational and professional experience in a role partnering with clients in achieving their goals and maintaining their probation guidelines.

**Leadership:**

This section allows you to emphasize your leadership experience through an array of activities.

A Leadership example:

**Mitchell College Gaming Club**, New London, CT, *Founder/President* March 2016 - Present

- Planned, marketed, organized and founded a campus gaming club.
- Increased club membership from initial 20 members to 50+.
- Schedule gaming practices and events.
- Maintain club social media accounts on Facebook and Twitter.

**Honors and Awards:**

This section allows you to showcase any relevant leadership, philanthropic and athletic recognition. It does not need to be in the bullet point format. An Honors and Awards example:

**Certificate of Appreciation**, New London Lions Club 2017  
**Volunteer of the Year**, New London Youth Football Club 2016



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