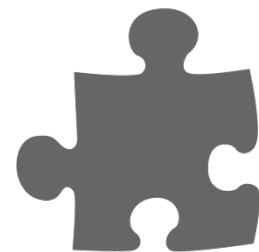
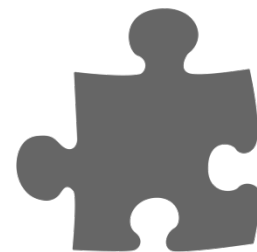


Resume Writing Workshop



Resume Writing Workshop

- Resume Formats
- Resume Basics
- The Nuts & Bolts
- Resume Samples



Resume Formats

Reverse Chronological

Most commonly used by college students and recent graduates

Functional

De-emphasizes employment history and focuses on transferable skills

Combination

Allows you to target various strengths that apply to specific employer requirements

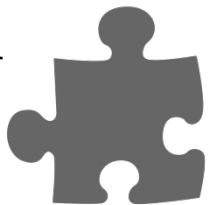
Curriculum Vitae (CV)

Primarily for educational and international settings



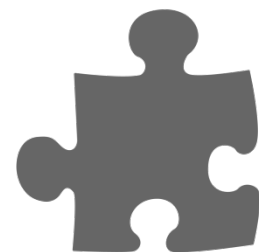
Resume Basics

- 8.5 x 11 white or off-white bond paper, if mailing
- **One page**, 1/2" to 3/4" margins, center in the middle of the page
- One font – preferably Arial or Times New Roman
- Consistency in punctuation (dashes, periods, commas) and format (bold, italics, underline)
- Include 1 email address and 1 phone #
- Preferably no abbreviations - if used be consistent
- No “References Available on Request”
- Error free - example of your attention to detail



Nuts and Bolts of Resumes

- **Heading**
- **Objective/Interest Statement**
- **Education**
- **Experience**
- **Leadership Activities**
- **Skills, Interests**
- **Other Information**



Heading

- Name
- Address
 - Campus (top left) & Home (top right)
 - City, State, Zip Code, telephone # & email address
- Larger font or bold to make it stand out

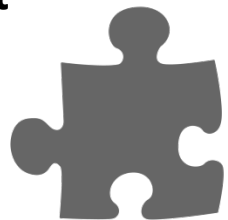
Ivanna Job

ivanna.job10@cmc.edu

(555) 555-555

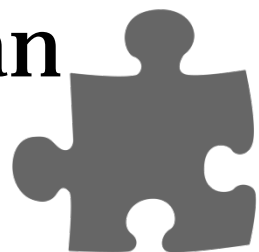
**742 North Amherst Avenue #00
Claremont, CA 91711**

**55 Street Northwest
Seattle, WA 98115**



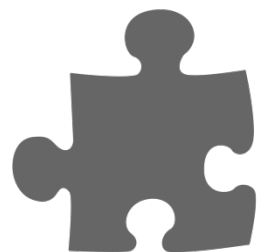
Objective/Interest Statement

- Optional
- Allows resume to be targeted toward a specific employer or position
 - A position in museum administration requiring a background in art history and strong writing skills
- Do not use vague statements –
 - A challenging position in which I can utilize my skills and experience



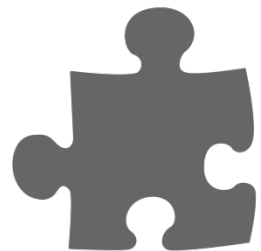
Education

- College Name
- Location
- Graduation Date
- Degree Name – Bachelor of Arts in Psychology
- GPA/4.0
- Relevant coursework (upper division)



Education

- Relevant projects and or senior thesis topic
- Study abroad/off-campus study program with location & dates
- Previous college (transfer or coursework)
- High School (for freshmen and sophomores)



Education

Claremont McKenna College, Claremont, CA

May 2010

Bachelor of Arts in Economics-Accounting and Psychology

Grade Point Average: 3.76/4.00

Dean's List: 2007-2009

Relevant Coursework: Strategic Cost Management, Organizational Psychology

University of Cape Town, Cape Town, South Africa

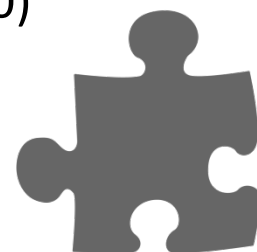
July - November 2008

Study Abroad Program

Riverside School, Seattle, WA

June 2005

SAT: 1480/1600 (Math: 760/800, Verbal: 720/800, SAT II Writing: 800/800)



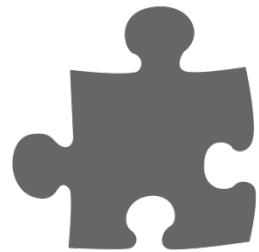
Experience

- Most recent first (use correct verb tense)
- Include employer, job title, city, state and dates
- Consider all experience
 - Volunteer work
 - Community service
 - Activities, if you held a significant position



Experience

- List your most relevant experiences
- Bullet point descriptions
- Describe responsibilities in terms of accomplishments & outcomes
- Do not use personal pronouns (I, me, they)
- Use action words (**CSC GUIDE pp. 12-15**)
- Quantify your achievements where possible



Experience

Warner & Sons, Seattle, WA

June - July 2008

Accounting Intern

- Utilized accounting software to reconcile balance sheets for large downtown law firm
- Edited bills to be sent to clients and analyzed client expense accounts

Clerical Assistant

Summers, 2005 - 2007

- Improved firm efficiency by 25% in projects such as file consolidation and destruction
- Sorted and distributed mail, made copies, and assisted attorneys with various administrative duties

Kravis Leadership Institute, Claremont, CA

March - May 2008

Research Assistant

- Assisted Professor Susan E. Murphy in research on mentor/protégé relationships within large national companies and the United States Congress
- Analyzed interviews of 50 CEOs and members of congress regarding their philosophies and experiences with mentors and protégés



Experience

First Industrial Realty Trust (Chicago, IL)

Summer 2007

Summer Analyst, Research Development

- Audited real estate dispositions to provide a report card regarding personnel performance on transactions from 2005 to 2007; compared pro forma projections to actual results
- Researched specific properties and international markets to provide rationale for their investment potential

Near West Little League (Chicago, IL)

Summer 2005-2006

Summer Intern and League Co-Manager

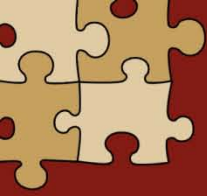
- Organized Little League, Pony League and Softball for 250 Inner City kids ages 5-14
- Created all schedules, contacted coaches and volunteers
- Umpired games, maintained fields, transported players



Leadership Activities

- Organization name, position and dates
- Include descriptions if space allows
- Community service
- Varsity & intramural sports
- ASCMC
- Clubs
- Other activities
- Tailor this section – Leadership and Awards, Activities and Honors?





CAREER SERVICES CENTER

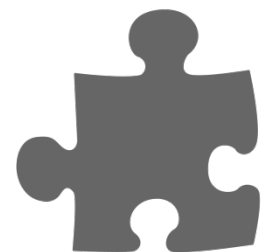


Activities and Honors

- Resident Technology Assistant of the Year, Claremont McKenna College (2006–2007)
- Vocalist, Mariachi Serrano de Claremont (2006–2007)
- Layout Editor and Staff Music Critic, The Collage newsmagazine (2004–2006)
- Bank of America Achievement Award for the Arts (2003)

ACTIVITIES

- | | |
|--|-------------------------------|
| CMC Christian Fellowship | 2006-2009 |
| Model United Nations <i>PAXMUN delegate, Conference Coordinator</i> | <i>Fall 2008- Spring 2009</i> |
| Center for the Study of the Holocaust, Genocide, and Human Rights- SAC | Fall 2008- Spring 2009 |



Activities and Awards

Governor's Scholars Program Award

2005

President's Education Award

2005

Rotary Club Scholarship Recipient

2005

NATIONAL CHARITY LEAGUE, Contribute annually approx. 75 service hours

1998-2005

Yellow Rosebud Award: 65+ hours of service

2003, 2005

Highest Philanthropy Hours Award: 374 Hours

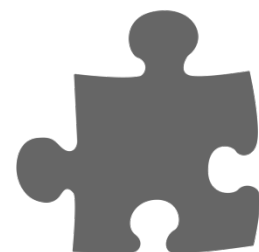
2005

YEARBOOK Reporter; Page Designer; Video Yearbook Editor/Director

1999-2005

WATERPOLO Player for high school and Division III NCAA

2001-2006



Skills, Interests

- **Computer & research skills**
 - Microsoft Excel, PowerPoint, Word, PageMaker, Bloomberg, LexisNexis, JSTOR
- **Language skills with level of proficiency**
 - Spanish (conversational), French (basic)
- **Laboratory Skills**
 - Atomic Force Microscopy (AFM), Spectrophotometer



Skills, Interests

- Interests that are relevant and interesting
- Have examples to talk about
 - Photography, ballroom dancing, traveling
 - First Degree Black Belt in Tae Kwon Do and accomplished pianist



Resume Samples

CSC Guide pp. 16-19

