

FULTON LEADERSHIP SOCIETY

RESUMES

The purpose of a resume is to land an interview. It helps to know what you are using your resume for and what field you are intending to enter. When starting with your resume, consider Fr. Himes' three questions: What am I good at? What brings me joy? What does the world need me to be?

Ask yourself: What can you do for the employer? What skills, experiences, character traits and knowledge does the hiring manager need for their particular job or internship? How can you demonstrate through your resume that you have those? Where possible, include keywords from the job description, as employers often use those words to identify resumes that match their needs. Consider how you might address some of the skills identified as essential by hiring managers, such as leadership, communication, and teamwork (bit.ly/BCcareerready)

This is a checklist to help with the mechanics of your resume. To discuss your goals and career development more broadly, schedule an appointment with a Career Coach through EagleLink. For more information, our online resume workshop, and sample resumes, visit bit.ly/bcresumeguide.

What do I include on my resume

Contact Information

- ☐ Your full name should stand out at the top of your resume (bold-faced and at least 14-point font).
- ☐ List your phone number and email (make sure your email address is appropriate).
- ☐ Choose to list either your permanent or current address based on the position you are applying to. For example, if your permanent address is in California and you are applying to summer internships in California, then use your permanent address rather than your school address.
- ☐ Include a customized link to your LinkedIn profile – e.g. <https://www.linkedin.com/in/johnwdoe>

Objective/ Professional Profile/ Branding Statement

- ☐ These are all optional components, but one or more may be effective, depending on your experience and target, and they all can add keywords to the resume. See our website for more information.

Education

- ☐ Place your Education section above your Experience section(s) while you are still in school.
- ☐ List the school name, city and state; your degree (“Bachelor of Arts, English” or “BA in English”), any minors and your anticipated graduation date.
- ☐ Include your GPA if it is 3.0 or above. You can include your major GPA if that is higher (specify if including major GPA).
- ☐ List multiple degrees in reverse chronological order (e.g. a graduate degree would be listed first).
- ☐ High school can be listed on your resume through the end of your sophomore year or if the high school you attended is well-known.
- ☐ You can include study abroad in this section, formatted like your BC and/or graduate programs.
- ☐ You may want to include a sub-section of relevant coursework, if any of your courses are related to the particular jobs or internships to which you are applying.

Experience

This section should focus on accomplishments, and positive results. Did you create something with lasting impact or devise a creative solution to a problem? Which skills or competencies that you've demonstrated would employers be most interested in? How did you benefit clients or the organization? Accomplishments state the results that you achieved, based on the actions that you took, in response to the projects that you worked on. For example:

- Coordinated (action verb) 3 events to raise funds for class trip to New York (project); raised over \$2500, 20% over goal (result).
- Led (action verb) rafting tours in adventure program for inner city adolescents (project) to help participants build self-esteem and self-reliance (result).

In which of your accomplishments for each experience do you think target employers would be interested?

- ☐ List experience in reverse chronological order.
- ☐ Use bullets or a paragraph format when describing your experience.
- ☐ Include job title, employer, city and state (if abroad, list city and country), and dates of employment.
- ☐ You can include and describe various types of activities – internships, paid work, volunteer experiences, school and leadership activities, athletics, and/or your academic project work.
- ☐ Freshmen and sophomores may include leadership roles or relevant activities from high school.

Other “Experience” categories you may want to use:

- ☐ Related Experience – you determine what is most related to the job or internship you are targeting.
- ☐ Industry-specific headings – if you have relevant experience and are targeting your resume to a similar industry – e.g. “Public Relations Experience,” “Non-Profit Experience,” “Research Experience.”
- ☐ Additional Experience – include other experiences that you think a hiring manager would be interested to know about, but that may not be as directly related to the role for which you are applying.
- ☐ Leadership Experience – you may highlight your leadership roles in a separate category or include them within more general Experience section.
- ☐ Class Projects/Project Work – consider including team projects and research papers, where relevant.
- ☐ Activities / Volunteer – you can separate your activities or volunteer experiences into their own categories or include them within a more general Experience section. You may decide that, based on the job or internship you are applying to, you don’t need to take up space with descriptions.

Skills and Interests

- ☐ A skills section is not required but can highlight language and technical skills (including applications relevant to your field). Avoid listing soft skills here (e.g. “strong verbal communication skills”).
- ☐ Interests can be listed if they relate to the position to which you are applying.

What should my resume look like?

- ☐ Have someone proofread your resume to ensure it is free of typos and grammatical errors.
- ☐ Use a one-page format, unless you are several years into a career or entering a career in teaching or nursing. For graduate school applications, more than one page is generally acceptable.
- ☐ Put the most relevant items closer to the top of your resume, as most recruiters and hiring managers spend more time reading the items at the top of your resume.
- ☐ Leave plenty of white space – avoid overcrowding the document.
- ☐ Be consistent with your punctuation and formatting, especially within a category. For example, you may want to right-justify all your dates, or put periods at the end of each line of description.
- ☐ Use the same font throughout your resume, no smaller than 10 point.
- ☐ Adjust your margins to no less than half an inch and no larger than 1 inch.

BEYOND RESUMES – YOUR PERSONAL BRAND

Your resume is just one part of the personal brand you are creating. Is your LinkedIn profile complete and compelling? In some fields, creating an online presence and establishing your credibility through the active use of LinkedIn groups, Twitter, blogging and other social media tools can help you gain attention from recruiters. An online portfolio of your best work (hyperlinked on your resume) may also help you stand out as a candidate. Congratulations on doing a great job on your resume! Now that you’ve completed this document, have you considered what you want to say in your cover letter? For tips about crafting a cover letter, view the Career Center’s cover letter guide and resources at bit.ly/bccoverletterguide.