

Resume Guide

Getting Started

This guide will help you craft your resume. There is no prescribed method for creating a resume, however, there are certain guidelines that need to be followed to ensure you have a strong resume. We have several examples and templates available to help you through this process. They are linked here or can also be found in the [Resources](#) section on [Handshake](#).

What is the Purpose of a Resume?

- A resume is a one-page document that highlights your education and professional accomplishments and qualifications that are relevant to your desired internship/job/experience.
- Employers ask for resumes to get a summarized overview of your experience to determine whether you are qualified for the position and whether they are interested in interviewing you.
- A resume does not need to list everything you have ever done but rather highlight the experiences most relevant to the internship/job/experience you are applying for.
- Your resume is dynamic; you will edit your resume and add/remove categories, experiences etc. and/or change the order of categories, as you submit it for different purposes.

How do I start writing?

There are many ways to start the resume writing process. One way is to write everything you have done over the last five years from education, study abroad, jobs, activities, publications, honors/awards. Write full descriptions of your work/activities and do not worry about order, at first. After writing everything down, then, if you already have an ideal internship/job in mind, look at the description for that position. What are the qualifications the employer is seeking? Does your resume highlight what they are looking for? With that position in mind, keep the most relevant items on your resume and edit the descriptions to include key buzz words the employer is looking for. Reference our sample resumes and templates and meet with a member of our team to help develop, organize, and format your content.

Resume DO's

- **Tailor Content:** Customize your resume for each application by aligning your skills and experiences with the job description.
- **Clear Formatting:** Use a clean and organize format with consistent fonts, bullet points, and headings.
- **Contact Information:** Include your full name, phone number, Wesleyan.edu email address, and LinkedIn profile (if appropriate).
- **Education:** List Wesleyan University, Bachelor of Arts, the month and year you expect to graduate, and any relevant academic achievements.
- **Relevant Experience:** Include internships, campus and part-time jobs, volunteering, research, athletics, or campus involvements that relate to the position.
- **Action Verbs:** Start bullet points with strong action verbs to describe your responsibilities and accomplishments.
- **Quantify Achievements:** Use numbers to highlight achievements and specific results (e.g. "Increased event attendance by 30%")
- **Skills:** Highlight relevant technical skills, language proficiencies, and certifications that align with the job requirements.
- **Keywords:** Use industry-specific keywords and action verbs to make your resume stand out to applicant tracking systems (ATS).
- **Proofread:** Thoroughly check for spelling, grammar, and formatting errors before submitting.

Resume DON'Ts

- **Irrelevant Information:** Avoid including experiences or skills that aren't applicable to the position you're seeking.
- **Personal Details:** Omit personal information like age and photos to maintain professionalism
- **Generic Descriptions:** Steer clear of vague statements like "responsible for various tasks." Provide specifics about

contributions and impact.

- **Over-styling:** Steer clear of complex designs, colors, or fonts, or graphics that could distract from the content. Use bold and italics sparingly for emphasis.
- **Too Lengthy:** Keep your resume concise and to one, single-sided page.
- **Misleading Information:** Avoid embellishing or exaggerating your achievements or responsibilities.
- **Unprofessional Email:** Use your Wesleyan.edu or a professional email address (e.g., firstname.lastname@email.com)
- **References Available:** It's unnecessary to state that references are available; save space for more valuable content.
- **Neglecting Proofreading:** Failing to proofread can lead to errors that reflect poorly on your attention to detail.
- **Inconsistent Tense:** Use past tense for past experiences and present tense for current roles
- **Ignoring ATS:** Don't disregard applicant tracking systems (ATS); use relevant keywords to increase visibility.

Creating a well-organized and tailored resume will help you effectively showcase your skills and experiences to potential employers!

Resume Approval

To apply for positions posted on Handshake, you must first have a draft of your resume reviewed and approved by the Gordon Career Center. We strive to review resumes on Handshake within 2 business days of upload.

Most students' resumes require some changes before being approved, so be sure to allow plenty of time for the review and feedback process. If the resume you submitted with your application is not approved before the application deadline, your application will be withdrawn by the system once the deadline has passed. Be sure to [check the status of your document](#) in advance and don't wait until the deadline to start the resume approval process.

To be approved by the Gordon Career Center, your resume must meet the following criteria:

FORMAT

- Keep your resume to one page, single-sided.
- Use clear, readable font (size 10 or larger) in black.
- Maintain at least 0.5-point margins on all sides of the page.
- Organize content into different sections such as, "Experience," "Relevant Experience," "Leadership," "Activities," etc.
- Start with the "Education" section right after the header.
- Maintain consistent formatting including punctuation, dates, fonts, and headers.

CONTENT

- Eliminate typos, spelling, punctuation, and grammatical errors.
- Header includes name, phone number, and Wesleyan.edu email address; Consider adding address, LinkedIn URL, or link to a professional site or portfolio.
- "Education" section includes:
 - Wesleyan University, Middletown, CT
 - Your expected graduation date (e.g., May 2025)
 - Bachelor of Arts
 - Optional: Add major, minor, certificates (declared) GPA (overall /4.00, optional major GPA /4.00), relevant coursework, study abroad, honors and awards, senior thesis, etc.
- Describe every experience with accomplishments/skills relevant to the position/industry you are pursuing. Demonstrate measurable contributions and impact. Use bullet points for readability.
- Start each bullet with an action verb; use present tense of ongoing past tense for completed roles.
- "Skills" section includes hard skills only – technical (computer), language, and certifications. Soft skills should be demonstrated in experience descriptions.
- Avoid personal pronouns such as "I," "my," or "we."
- Don't include an "objective" or "summary" section.
- Don't list references or use "Available Upon Request"; employers will ask if needed.

This checklist helps ensure your resume is well-structured, error-free, and effectively presents your qualifications to potential employers.

Formatting/Layout/Design Tips

The layout and design of your resume is just as important as the content. Employers often review hundreds of resumes at a time, so it is essential to highlight your education, accomplishment, and skills in a format that is easy and appealing to read. View and download our resume templates as a starting point.

Font

Your font choice sets the tone of your resume and can even be a subtle way to convey information about your style and personality to an employer. Choose a typeface that is clear and easy to read. While Times New Roman, Arial, and Helvetica are classic standbys, experiment with some of the suggested fonts below to change the look and feel of your document. Garamond is a smaller typeface that's great to turn to if you're short on space, while Verdana is a larger font that's easy to read and an especially good option when you're looking to fill the page.

A few tips:

- Be sure to choose a typeface that is standard across operating systems
- Maintain a consistent font throughout your resume. Two fonts maximum, one is generally preferred.
- Text should be black; avoid using color
- Body text should be no smaller than point 10

Suggested Fonts

(Shown in point 12)

Arial Baskerville Helvetica Cambria Constantia Tahoma
Didot Times New Roman Garamond Trebuchet Georgia Verdana

Margins

Page margins should be **between no smaller** than 0.5 inches and no larger than 1.5 inches all-around.

Whitespace and Spacing

A well-designed resume has a balance of content and white space. Too much white space might indicate that you haven't flushed out your content enough. However, an overcrowded resume can be difficult to read, and your accomplishments might become lost. A balance of white space helps the employer to easily find the most important information on your resume and is more appealing to read than a resume that is crammed with information.

Try adding space between each section, and potentially between each position on your resume. You can change the font size of the blank lines on your resume to create whitespace without sacrificing too much of the page. For example, add a space between each section by hitting return or enter, put your cursor on the blank line, and then change the font size to point 5. Make sure your spacing is consistent throughout (i.e., the same size between each section/position).

Emphasis (Bold, Italics, Underlining, Capitalization)

There are a number of ways to create emphasis on a resume by using **bold**, *italics*, underlining, and CAPITALIZATION. However, it's best to use emphasis selectively and not all at once. Overusing emphasis styles will make your resume hard to read and limit its effectiveness. It's best to avoid using underlining in a resume as underlining can make text difficult to read. Be sure to keep your use of emphasis consistent throughout—if you capitalize one section header, capitalize all of your section headers.

Good items to use emphasis for include your name, section headers, position titles, and organizations. Look through the resume templates to see examples of proper uses of emphasis.

Header

The header of your resume tells the employer who you are and how to contact you and should include at least your phone number and email address. The font size of your name should be bold and larger than the rest of the text on your resume. You may choose to add your LinkedIn profile link. Did you know that you can [customize your LinkedIn URL?](#) We recommend choosing something short and professional such as **www.linkedin.com/last_first** to be used on your resume.

Examples:

YOUR NAME

000-000-000 • emailaddress@wesleyan.edu • <https://www.linkedin.com/in/yourcustomurl>

YOUR NAME

000-000-0000

emailaddress@wesleyan.edu

www.linkedin.com/in/yourcustomurl

Your Name

emailaddress@wesleyan.edu

000-000-0000

Section Headers and Dividers

Organize your content by grouping similar experiences and activities together. The first (top) section of your resume should always be “Education.” Other section titles to consider include: “Experience,” “Leadership Experience,” “Related Experience,” “Honors and Awards,” “Activities,” “Research,” “Volunteer Work,” and “Skills and Interests.”

Consider using a larger font size and emphasis to make your section headers stand out. You may choose to type the section title in all capital letters or divide the sections of your resume using lines. Rather than drawing a line with the shape tool, use Word’s auto-format feature.

On a blank line type the 3 characters in a row that correspond with the desired line style and press return/enter. The line will appear across the page:

--- (hyphen or underscore)

=== (equals)

(hashtag)

The last line option is reserved for headers only.

Bullet Points

Bullet points are a great way to make your key skills and accomplishments stand out and easy to read. The most related to the role you’re applying to/significant positions on your resume should have the most bullet points. Consider the following format for jobs, internships, fellowships, volunteer work, and activities:

Title, Organization, City, State

Start Date – End Date

- Accomplishment statement

Alignment

Dates for your education and all experiences must be **right justified** on the page (in line with the right page margin). For example:

Developing the Content of Your Resume

Education Section

Arrange your education institutions in reverse chronological order with the most recent experience at the top of the section. For currently enrolled undergraduate students, “Wesleyan University” will be the first entry at the start of the section. If your high school or other former institution holds networking value, you can include it in this section.

Required information in the education section include (see examples on the next page):

- 1st Line
 - **Institution, Location** *Graduation Date*
 - Dates for education experiences will be noted by the end Month and Year only
 - For education that is ongoing, enter your expected graduation date
- 2nd Line
 - *Bachelor of Arts*
 - Wesleyan does not offer a Bachelor of Science degree
 - Do not abbreviate

GPA

Including your GPA is optional. If you choose to include your GPA, list your resume out of the 4.0 scale; either 4.0 or 4.00. For example, 3.76/4.00 or 3.7/4.0. Do **not** round up. Do **not** estimate.

Major/Minor/Certificate

You may choose to include your major/minor/certificate if you have declared your major. If you have not declared but are certain of your intended major, you can include it as “Expected Major”.

While also not required, if you have space on your single-page resume, you may want to include a brief explanation of Wesleyan-specific majors that may not be commonly known. For example:

- **College of Letters:** an interdisciplinary major for the study of European literature, history, and philosophy, from antiquity to present
- **College of Integrative Sciences:** an interdisciplinary major combined with research training designed to equip students with the creative, quantitative, and integrative skills needed to face challenging problems across the sciences
- **College of Social Sciences:** a rigorous, multidisciplinary major focusing on History, Government, Political and Social Theory, and Economics
- **Science in Society:** an interdisciplinary major that examines the sciences, medicine, and technology as integral to society and culture.

Examples:

Wesleyan University, Middletown, CT

May 2020

Bachelor of Arts, GPA: 3.43/4.00

Major: Science in Society

- An interdisciplinary major that examines the sciences, medicine, and technology as integral to society and culture

Minor: Education

New Hyde Park Memorial High School, New Hyde Park, NY

June 2013

Advanced Regents Diploma with Honors

Relevant Coursework

The “Relevant Coursework” section is optional. If you choose to include this section, be selective about the courses (i.e., if you are Psychology major, it is apparent that you took Intro to Psychology). The courses you list should complement the position you are applying for and the skills you aim to showcase.

Experiences Section(s)

There are several ways of listing your experiences. In some cases, you may only need an employment section which can be titled in a few ways such as ‘Experience’, ‘Related Experience’, or ‘Work Experience’.

You may also choose to break out certain facets of your experience to highlight those that are pertinent to the job you are applying for. These other facets may include but are not limited to ‘Additional Experience’, ‘Volunteer Experience’, ‘Related Experience’, or ‘Leadership Experience’.

Experiences should be ordered in reverse chronological order by section. Place the most recent experience at the top of the section. Date format should be consistent. Dates being aligned at the right-hand side margin is a common style. If you choose or need to abbreviate months, do so throughout the entire resume.

Accomplishment Statements

Accomplishment statements demonstrate your achievements, skills and strengths in the experience section of your resume. These statements are meant to be succinct, yet powerful and can set you apart from other candidates applying for the same opportunity. Do not use personal pronouns such as ‘I’, ‘my’, or ‘we’.

Include at least one bullet point for each experience you list. Certain experiences can have longer descriptions than others, if needed, but should include no more than 3-5. Begin your bullet points with an action verb in first person but leave out the personal pronouns. If the experience is still in progress, write the verb in present tense, otherwise, use past tense.

Use the APR (Action + Problem/Project + Result) Formula to brainstorm and write your accomplishment statements.

Think about a project you completed, a problem you solved, or a need you filled at the specific job/internship/volunteer opportunity/club/organization you’re describing. Review the list of action verbs and choose an action verb that best describes the **actions** you took to complete a **project**/solve a **problem** and the **results** you achieved. Remember to quantify your results whenever possible.

Before: vague, generic statement

Writer, The Argus, Wesleyan University

- Write articles for the student newspaper

After: strong, detailed statement

*Writer, **The Argus, Wesleyan University***

- Regular contributor for the Wesleyan Argus Food Section writing for over 50 issues detailing contemporary food culture

A-P-R Formula Examples:

Action: Coordinated

+

Project/Problem: dynamic monthly programs for first-year residents

+

Result: to improve their awareness of important campus resources

=

Accomplishment Statement: *Coordinated dynamic monthly programs for first-year residents to improve their awareness of important campus resources*

Action: Led

+

Project/Problem: weekly residence hall meetings

+

Result: to foster a greater sense of community among residents

=

Accomplishment Statement: *Led weekly residence hall meetings to foster a greater sense of community among students*

Action: Organized

+

Project/Problem: a fundraising event for a local animal shelter

+

Result: which raised \$3,000 (20% over goal) and increased community engagement

=

Accomplishment Statement: *Organized a fundraising event for a local animal shelter which raised \$3,000 (20% over goal) and increased community engagement*

Skills-based Action Verbs

Research Skills

Assessed, Clarified, Collected, Correlated, Critiqued, Defined, Detailed, Determined, Diagnosed, Discovered, Dissected, Evaluated, Examined, Found, Highlighted, Identified, Interpreted, Interviewed, Investigated, Proposed, Proved, Reviewed, Simulated, Studied, Summarized, Surveyed, Systemized, Tested

Teaching/Helping Skills

Adapted, Advised, Advocated, Aided, Alleviated, Answered, Arranged, Assessed, Assisted, Clarified, Coached, Collaborated, Contributed, Cooperated, Coordinated, Counseled, Demonstrated, Developed, Diagnosed, Educated, Encouraged, Ensured, Evaluated, Expedited, Facilitated, Familiarized, Furthered, Guided, Helped, Informed, Inspired, Insured, Instructed, Intervened, Listened, Motivated, Prevented, Provided, Referred, Rehabilitated, Represented, Resolved, Showed, Simplified, Sparked, Supplied, Supported, Taught, Trained, Tutored, Volunteered

Technical Skills

Applied, Assembled, Built, Calculated, Computed, Constructed, Debugged, Designed, Developed, Engineered, Fabricated, Fortified, Installed, Maintained, Operated, Overhauled, Programmed, Rectified, Remodeled, Repaired, Restored, Solved, Specialized, Standardized, Strengthened, Troubleshoot, Upgraded, Utilized

Communication Skills

Addressed, Advertised, Arranged, Articulated, Authored, Clarified, Collaborated, Communicated, Composed, Condensed, Consulted, Contacted, Conveyed, Convinced, Corresponded, Debated, Defined, Directed, Discussed, Drafted, Edited, Elicited, Enlisted, Explained, Expressed, Facilitated, Formulated, Furnished, Incorporated, Influenced, Interacted, Interpreted, Interviewed, Involved, Joined, Judged, Lectured, Listened, Marketed, Mediated, Moderated, Negotiated, Observed, Outlined, Participated, Persuaded, Presented, Promoted, Proposed, Publicized, Reconciled, Recruited, Referred, Reinforced, Reported, Resolved, Responded, Sold, Solicited, Specified, Spoke, Suggested, Summarized, Synthesized, Transcribed, Translated, Wrote

Leadership Skills

Administered, Appointed, Assigned, Attained, Authorized, Chaired, Controlled, Coordinated, Decided, Delegated, Developed, Directed, Enforced, Enhanced, Established, Executed, Facilitated, Generated, Governed, Handled, Headed, Hosted, Improved, Incorporated, Initiated, Instituted, Led, Managed, Motivated, Navigated, Organized, Originated, Overhauled, Oversaw, Planned, Presided, Prioritized, Restored, Scheduled, Secured, Selected, Supervised

Creative/Entrepreneurial Skills

Acted, Adapted, Combined, Composed, Conceptualized, Condensed, Created, Customized, Designed, Developed, Devised, Directed, Displayed, Drew, Entertained, Established, Fashioned, Formulated, Founded, Illustrated, Imagined, Initiated, Innovated, Instituted, Integrated, Introduced, Invented, Modified, Originated, Performed, Photographed, Pioneered, Planned, Repurposed, Revised, Revitalized, Shaped, Visualized, Solved.

Organizational/Administrative Skills

Adjusted, Approved, Arranged, Catalogued, Categorized, Classified, Collected, Compiled, Controlled, Coordinated, Copied, Dispatched, Distributed, Filed, Generated, Grouped, Improvised, Implemented, Indexed, Inspected, Logged, Maintained, Monitored, Operated, Ordered, Organized, Planned, Prepared, Prioritized, Processed, Provided, Purchased, Recorded, Retrieved, Reviewed, Scheduled, Screened, Specified, Submitted, Supplied, Systemized, Updated, Tabulated

Data/Financial Skills

Administered, Adjusted, Allocated, Analyzed, Appraised, Assessed, Audited, Balanced, Budgeted, Calculated, Compared, Computed, Conserved, Corrected, Determined, Developed, Earned, Estimated, Evaluated, Examined, Financed, Forecasted, Inspected, Interpreted, Investigated, Managed, Measured, Planned, Prepared, Programmed, Projected, Quantified, Qualified, Reconciled, Rectified, Reduced, Researched, Retrieved, Reviewed, Slashed, Sliced, Surveyed, Verified

Common Resume Experiences

These are sample ways to describe common experiences that Wesleyan students tend to include in their resumes. Do NOT copy these bullets directly.

Teaching or Tutoring

Peer Tutor, **Dean's Tutoring Program**, Middletown, CT October 2021 – Present

- Tutored 3 students for 2 hours a week each, clarifying concepts and providing robust study techniques for calculus course, resulting in 100% of students improving academic performance by at least one letter grade

Tutor, **Wesleyan Middle School Tutoring Program**, Middletown, CT March 2020 - February 2021

- Served as a tutor at Woodrow Wilson Middle School, providing friendship and extra attention to struggling students by creating a safe environment that was conducive to learning and good habit formation
- Designed a unique curriculum focused on the fundamentals of calculus to respond to student's knowledge gaps, leading to increased performance by one letter grade within one semester

Violin Teaching Assistant, **Keigwin Middle School**, Middletown, CT November 2019 – April 2020

- Worked with groups of 6 students ages 8-12 to improve technique and facilitate their learning, supplementing in class instruction and resulting in students reporting greater enjoyment in class
- Designed a unique curriculum to fit the needs of each student, demonstrating significant improvement within one month of lessons

Retail or Service Jobs

Sales Associate, **American Eagle Outfitters**, Middletown, NE July 2019 – April 2020

- Provided personalized style recommendations to customers to facilitate warm and helpful experience
- Stocked and folded clothes hourly, maintaining neat displays and keeping shelves filled with all sizes
- Worked in a team of 5 sales associates per shifted, managing weekly work schedules for team

Sales Associate, **Abercrombie & Fitch**, Middletown, MA September 2018 – June 2019

- Surpassed management's expectations for the units of clothing sold and membership sign-ups required of employees by over 50% for three consecutive months, awarded Employee of the Month five times

- Anticipated and responded to customer needs whilst demonstrating a keen awareness of the store environment by maintain approachable and warm demeanor, ensuring exemplary customer service
- Worked the cash register and ran up sales, operated the Abercrombie & Fitch computer system while assisting customers with alternative payment options

Server, **Northampton Country Dining Club**, Northampton, ME October 2017 – April 2018

- Served members at a private country club during a variety of shifts including busy dinners, happy hours, and early breakfasts, responsible for taking orders, serving food, and bussing tables
- Successfully organized and facilitated private parties of 75+ to provide members exceptional experiences and folded clothes hourly, maintaining neat displays and keeping shelves filled with all sizes
- Strived to provide a personalized experience by familiarizing and memorizing members' individual names, member numbers, and preferences to anticipate their needs

On-Campus Jobs

Resident Advisor, **Office of Residential Life**, Wesleyan University July 2019 – May 2019

- Fostered a safe living environment on the university's residence hall floor with 21 diverse residents
- Facilitated monthly events (e.g., game nights, 1:1 drop-in hours) to promote socializing within roster
- Budgeted and allocated a \$100 fund to execute 3 community-building events; only 2 are required

Research

Research Assistant, **Sleep Adjustment Lab**, Wesleyan University. August 2019 – Present

- Conduct one-hour interviews with 10 undergraduate students for the study of how COVID-19 affect differently to individuals with diverse socio-economic, cultural, religious, and sexual backgrounds
- Conduct qualitative and quantitative analysis of data obtained from interviews and questionnaires to inform research about student sleep habits and how it impacts academic performance
- Summarize 20 pieces of research related to the relationship between sleep and physical and psychological health, culminating in a 10-page literature review used to inform future research methods

Athletics & Coaching

Assistant Coach, **Elite Lacrosse**, Basking Ridge, CT March 2019 – April 2020

- Coordinated and facilitated training and practice plans for team of 8th grade female lacrosse team of 25
- Assisted the head coach with all aspects of team management: player and parent communication, game strategy, substitution, and player performance feedback
- Managed team equipment to ensure organization and preparedness

Student Athlete, **Women's Lacrosse**, Wesleyan University August 2018– April 2020

- Finished top-4 in the NCAA Division III lacrosse tournament 2019
- Participated and facilitated National Women and Girls in Sports Day which engages young females in the local community to promote athletics and to teach them about the positive influence sports can provide

Student Athletic Advisory Committee, Wesleyan University May 2018 - May 2020

Team Representative

- Active Women's Lacrosse representative for the student athletic advisory committee to spearhead and promote participation of the whole team in SAAC events
- Serve as communication liaison between Women's Lacrosse Team, Athletic Board, and the Wesleyan Community to create a constant flow of information between each organization
- Manage committee Instagram accounts, posting motivational content weekly, increasing followers by 3x

TA or CA positions

Teaching Assistant, **Elementary Statistics**, Wesleyan University September 2017 – April 2018

- Led weekly help sessions to assist 7 students with problem set and content issues, provided mastery of experimental designs, statistical tests, and probability
- Graded and corrected weekly problem sets for 20 students, collaborating with professor to address potential learning gaps based on frequently incorrect problems

- Assisted professor with technical processes such as setting up zoom calls, troubleshooting issues and grade entry to ensure the smooth running of the class

Course Assistant, **Elementary Statistics**, Wesleyan University

November 2017 – December 2017

- Participated in weekly course readings to successfully craft sample literary abstracts for 30+ students
- Graded students' weekly literary abstracts and assisted with grade book to provide students with quick and direct feedback.

Volunteer Experience

Volunteer, **Cross Cultural Solutions**, New Rochelle, NY

September 2017 – April 2018

- Assisted and led English, Math, Spanish, Science, and Physical education classes at two elementary schools
- Worked with kindergarten through sixth grade with students per class ranging from 7-40

Hospice Volunteer, **Middlesex Hospital**, Middletown, CT

February 2017 – April 2019

- Ensured visitors receive excellent service and support to create a positive customer experience
- Provided care to 4 patients, responsibilities included feeding, pathing, reading, speaking, and sitting with patients
- Responsible for making sure all patients rooms were stocked and well kept, working alongside a team of 5 other volunteers to maintain 15 rooms

Volunteer, **Shining Hope for Communities**, Middletown, CT

March 2017 – April 2018

- Raised awareness about girl's education in Nairobi, Kenya by putting up flyers and hosting events at Wesleyan
- Arranged a fundraising weekend event with a local restaurant in which proceeds went to SHOFKO; raised \$2K

Skills & Interest

You have the option to omit one or both of these sections if you choose. However, if space permits, this section provides an excellent opportunity to share your hard skills, hobbies, and diverse range of interests with potential employers. When including language skills, indicate your level of proficiency accurately. It's important to provide an accurate assessment of your abilities without overestimating.

Master Resume

In some instances, condensing all your experiences onto a single page might be challenging. We suggest creating a comprehensive "master" resume that encompasses all the details of your experiences. As you apply to positions in the future, you can draw this document to craft a resume tailored to the specific role and industry you're seeking.

Final Thoughts

As you wrap up the resume-writing process, take a moment to gain a fresh perspective. Consider printing a copy of your resume and holding it at arm's length – does the key information grab attention immediately? Is the layout visually pleasing and conducive to quick scanning? Remember, your resume is a reflection of your unique skills and experiences, so make sure it captures attention, clearly articulates your skills and aspirations, and leaves a lasting impression.

Resume Review Appointments with the GCC

We encourage you to schedule a 20-minute [resume review appointment](#) to meet with a member of our team for individualized feedback and guidance on your document. Resume writing is an on-going process, and many students seek more than one resume review appointment. Continue to refine your resume as you gain experience and clarify your career interests. Appointments can be requested year-round online on [Handshake](#), or in-person or via phone 860-685-2180 during business hours.

Resume How-To Template

Your Name *[largest font size on the page]*

yourname@wesleyan.edu • (860) 685-2180 • pronouns
www.linkedin.com/in/how_to_create_a_personalized_url_on_LinkedIn

EDUCATION *[always first]*

Wesleyan University, Middletown, CT *[dates always right-justified]* May 2027
Bachelor of Arts, [do not abbreviate] GPA [optional]: 3.35/4.00 [do not round]
Major *[optional]*: Psychology, **Minor**: Education; Ma
Relevant Coursework *[optional]*: [Course 1], [Course 2], [Course 3]

Phillips Exeter Academy, Exeter, NH *[high school & previous institutions optional; include when relevant]* June 2023
Diploma; GPA: 3.97/4.00
Awards: Illinois State Scholar, 2023

RELEVANT EXPERIENCE

Kidcity Children’s Museum, *Floor Staff*, Middletown, CT September 2023 – Present

- Each section should start with the most recent experience at the top
- Keep your resume to one page, single-sided. Consider a “master,” internal copy just for you to keep record of all of your experiences over time in one place
- Use clear, readable font (size 10 or larger) in black and Maintain at least 0.5-point margins on all sides of the page.
- Maintain consistent formatting throughout including punctuation, dates, fonts, and headers (e.g., if you bold an organization name, be sure to bold all organization names)

Cross Cultural Solutions, *Volunteer*, Rochelle, NY June – August 2023

- Start each bullet with a strong action verb; use present tense of ongoing past tense for completed roles
- For every experience, describe your accomplishments and how you honed skills relevant to the position/industry you are pursuing. Use the APR (Action + Problem/Project + Result) formula to show the impact and purpose of your work.
- Avoid starting bullets with “worked,” “assisted,” “helped,” “responsible for,” and vary your action verbs throughout
- APR statements should be incomplete sentences and most often do not end with punctuation
- Include at least one and as many as three to four bulleted accomplishment statements per experience

ADDITIONAL EXPERIENCE *[other headers, “Activities,” “Leadership,” consider what makes sense for you]*

Wesleyan University, Middletown, CT *[start and end dates of employment or -Present if currently in the role]* June 2022 – Present
Orientation Team Member (August 2022), Orientation Team Leader (August 2023-present)

- If you have held multiple roles within the same organization (see line above), you can list them horizontally with dates to save space (rather than having them on separate lines) and can show leadership progression over time
- It’s okay to combine both professional (work & volunteer) experiences and extra-curricular or research experiences within the same “relevant” experience section - ‘Experience’ can refer to all kinds of experience.
- Review the full [Resume Guide](#) for more detailed information on how best to develop your resume.

SKILLS AND INTERESTS *[Hard skills only – technical (computer), language, and certifications. Soft skills should be demonstrated in experience descriptions.]*

Computer: List your technical skills and proficiencies with relevant programs such as Microsoft Word, Excel, PowerPoint, STATA, R, Adobe Photoshop, AutoCAD, Hootsuite

Languages: List the languages you know how to read or converse in, along with your proficiency (e.g. Native Spanish, Conversational Italian) Use job descriptions as a guide for which technical skills to be certain to list.

Interests: Optionally, include specific hobbies and interests that you are excited to share but do not otherwise fit on your resume. If you opt to include interests, be as specific as possible (e.g., “trail running” instead of “exercise” or “Avid Phillies fan” as opposed to “Professional Sports.” Most often your interests should be contained to one line.