



résumé

guide

Carleton College Career Center

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2020

What is a résumé?

A résumé is a concise marketing piece that describes your experiences, education, and skills, as they pertain to the position that you are seeking.

Getting started

1. Itemize

List your experiences and skills from the past several years, such as:

Experience/Education:

- Internships
- Externships
- Full-time jobs
- Part-time jobs
- Summer jobs
- Research experience
- Volunteer/community service
- Co-curricular activities
- Leadership experience
- Study abroad

Skills:

- Languages you speak
- Technology skills
- Office skills
- Other pertinent transferable skills

Tip: Do not use a résumé template. This will not provide you the flexibility you need to present yourself in the best possible way.

2. Detail

Elaborate on each item you listed.

- Include relevant details for each experience and as much as possible, cite accomplishments.
- Focus on a skill related to the position, as detailed in the job qualification portion of the application.
- Use a strong action verb to begin each statement.

3. Organize

The next step is to organize your experiences/skills. On the following page is a list of the section headings commonly found in a résumé. Your résumé may not contain all of these sections, or may contain different sections, depending on what you're trying to accomplish. Organize and title the sections to correspond with the types of positions for which you are applying.

Busi Ness
 nessb@carleton.edu | (507) 222-1212 | 300 North College Street, Northfield, MN 55057

Education

Carleton College, Northfield, MN
 ▪ Bachelor of Arts in Economics, G.P.A 3.41 June 2017
 ▪ *Pertinent Coursework:* Financial Markets, Price Theory, Econometrics, Statistics, Calculus I & II, Managerial Economics I & II, Macroeconomics Theory, Game Theory, Writing Seminar
Carleton Economics Seminar, Cambridge, England, Summer 2016

Related Experience

Intern, Wells Fargo (Retail Tech. CRM Team), Minneapolis, MN June 2016 – August 2016
 ▪ Researched and performed a cost benefit analysis of an investment in technology
 ▪ Drafted presentations and communications for upper level management and business partners
 ▪ Analyzed data and assisted with spreadsheet projects as assigned by the manager

Consultant, College Board of Business, Northfield, Minnesota April 2015 – June 2016
 ▪ Selected to assist local entrepreneurs in developing comprehensive business plans
 ▪ Communicated with business owners to determine key business initiatives, drafted final reports
 ▪ Conducted market research for the introduction of new products and services

Intern, Wells Fargo Services (Electronic Payments), Minneapolis, MN Summer 2015, December 2015
 ▪ Researched and analyzed resource management software to streamline project planning
 ▪ Analyzed and consolidated wireless telecommunication services to minimize expenses
 ▪ Defined and implemented requirements for the restructuring of an internal website

Leadership/Awards

Basketball, Carleton College December 2013 – March 2017
 ▪ Elected to the Players Representative Council to make decisions affecting team strategies
 ▪ Three-year starter and four-year letter winner
 ▪ Spent 25 hrs./wk. in season and 15 hrs./wk. out of season training and conditioning

Track and Field, Carleton College March 2014 – May 2017
 ▪ Four-year letter winner and competitor in the javelin at the 2014-2017 MIAC Conference Meets
 ▪ Garnered All-Conference honors in 2015 & 2016

Carleton Student Association Senator, Carleton College January – June 2016
 ▪ Elected by peers to represent the student body on issues regarding the quality of life on campus

Additional Experience

Student Assistant, Web Services Group, Carleton College February 2016 – November 2016
 ▪ Developed content and maintained various campus web sites
 ▪ Utilized Java to develop new app for New Student Week

Student Medical Assistant, Carleton College December 2013 – November 2016
 ▪ Assisted physical therapist and head athletic trainer
 ▪ Certified in CPR and First Aid
 ▪ Executed appropriate on-site decisions in critical situations

Volunteer Tutor/Mentor, Carleton College January – June 2016
 ▪ Tutored local youth to develop constructive long-term study habits

Student Volunteer Coordinator, Northfield Community Action Center January 2016
 ▪ Gathered and coordinated student volunteers for the Give Kids A Smile Day

ESL Volunteer, Carleton College January – June 2014
 ▪ Assisted in teaching Spanish speaking residents of Northfield to learn English

Skills & Interests

- *Computer:* Microsoft Office (Word, Excel, PowerPoint, and Outlook), SPSS, Adobe Photoshop; proficient with Java
- *Languages:* Intermediate Spanish, Beginner German
- *Interests:* Ballroom dancing, swimming, creative writing

Building Your Résumé

Name and Contact Information

Include:

Home/cell number, current and/or permanent address (if you have two), email that you frequently check.

Education

Include:

- List the name of the institution, city and state, and degree you received (or are working towards).
- Include your major(s), and GPA (or major GPA) if above 3.0.
- Other things you may include: relevant coursework, major research projects (e.g. comps research), and study abroad experiences.

Experience

Since experiences vary, you may choose to categorically organize your résumé under Related Experience, Work Experience, Leadership Experience, or some other category.

Include:

- Relevant paid, unpaid, full-time, part-time, volunteer, experiences.
- Name of the organization/employer, your position title, city and state, and start to end dates (list 'present' if you currently hold the position).
- Brief description for each experience (begin with action verbs, see pg. 8).
- Use past tense for past positions, and present tense for the position(s) you currently hold.

Activities/Volunteer/Leadership/etc.

Include:

- College or community organizations to which you belong, especially if you have had a leadership role.
- List role (e.g. treasurer, mentor, team-member, etc.), company/organization, location, and dates involved.
- Brief description of tangible experience you gained through your involvement.

Skills/Honors/Awards

Use additional sections to highlight additional skills and accomplishments.

- Skills can include: language (e.g. Intermediate French), computer skills (e.g. Excel, Adobe Illustrator, etc.) and other relevant skills.
- Include relevant honors/awards/scholarly work: publications, international experience, research, grants.

Additional Example Résumés

More example résumés online

300 North College Street
Northfield, MN 55057

Sciencey Star
(987) 654-3210
stars@carleton.edu

444 Someplace Ave
Here, ME 60126

Education

Carleton College, Northfield, Minnesota

Biology Major, Candidate for the degree of Bachelor of Arts, June 2017
• Cumulative GPA 3.662 – Dean's List 2015-16
• **Related Coursework:** Energy Flow in Biological Systems; Cell Biology, Genetics; Field Ecology; Biochemistry; Multivariable Calculus; Organic Chemistry II; Marine Ecosystems Biology; Evolution of Sex and Sexes

Danish Institute for Study Abroad, Copenhagen, Denmark

Biomedicine and Biotechnology Program Aug. 2015 – Dec. 2015
• **Coursework:** Complexity of Cancer; Biomedicine and Biotechnology; Biology of Marine Mammals
• Awarded the Danish Intercultural Leadership Award – Given to students exhibiting excellent immersion into Danish culture

Research Experience

Melanoma Oncology Lab, MD Anderson Cancer Center, Houston, Texas

Jun. 2016 – Aug. 2016
• Conducted research investigating the efficacy of Melanoma Vaccine modifications
• Used specialized laboratory equipment as well as flow cytometry and FACS machines
• Worked with live mice, collected blood, administered injections and provided general animal care

Australia Field Studies, Carleton College Off-Campus Program

Jan. 2016 – Mar. 2016
• Performed a series of small ecology based research projects on both marine and terrestrial environments
• Honed skills in using quadrats and transects, as well as statistics, to analyze ecological data
• Presented results of all research projects in presentations to professors and classmates

Genetics Lab, Carleton College, Northfield, Minnesota

Jan. 2015 – Mar. 2015
• Used bioinformatics to identify flowering genes in *Chamaecrista fasciculata*
• Isolated specific gene fragment using RT-PCR and gel electrophoresis
• Presented findings of gene influence on *Chamaecrista fasciculata* flowering behavior to class

Cell Biology Lab, Carleton College, Northfield, Minnesota

Sept. 2014 – Nov. 2014
• Constructed GFP gene fusions of *Ralstonia solanacearum*
• Utilized techniques of protein purification and fluorescent microscopy to determine intracellular protein localization
• Contributed to the ongoing research of Prof. Raka Mitra

Laboratory Techniques

- Experience with Polymerase Chain Reaction, gel electrophoresis, transformations, plasmid cloning, light microscopy, fluorescent microscopy, RNA extraction, protein purification, intraperitoneal injections and subcutaneous injections in mice, flow cytometry preparation and analysis, statistical methods, ANOVA, Chi Square tests

Leadership Experience

Resident Assistant, Carleton College

Sept. 2015 – Present
• Collaborate with peer professionals in student life to develop programs that promote time management and healthy living skills for students to apply to their lives
• Mediate resident conflicts between multiple parties through respectful listening and unbiased reasoning; resolve conflicts with compromise
• Assess a scene and make quick accurate decisions that preserve the safety and security of residents and college property

Eagle Scout, Boy Scout Troop 78, Elmhurst, Illinois

Sept. 2011 – Present
• Earned Merit Badges in Bird Study, Mammal Study, and Soil and Water Conservation amongst many others
• Designed and executed a project to collect and redistribute used school supplies to New Orleans after Hurricane Katrina
• Navigated and led three High Adventure trips to Sea Base (FL) Philmont (NM) and the Boundary Waters (MN)

Computer Skills

- BLAST, NCBI database, JMP statistical program, S+ Statistical Software, Python; JAVA, Basic, Endnote, Microsoft Word, Microsoft Excel, Microsoft PowerPoint

Action Verbs

Stray away from generic verbs and use task specific verbs, such as these categorized below, to better elaborate on your past experiences.

Problem-Solving:

Adapted
Clarified
Eliminated
Enhanced
Heightened
Increased
Promoted
Questioned
Reduced
Simplified
Solved
Strengthened
Traded
Upgraded

Analytical:

Analyzed
Compared
Discovered
Evaluated
Examined
Inspected
Investigated
Researched
Reviewed

Management:

Administrated
Advised
Approved
Consulted
Controlled
Coordinated
Delegated
Developed
Facilitated
Financed
Generated
Guided
Integrated
Maintained
Managed
Mastered
Planned
Prepared
Provided
Regulated
Scheduled
Screened
Supervised
Trained

Initiative:

Authored
Constructed
Created
Directed
Established
Founded
Governed
Implemented
Initiated
Introduced
Launched
Originated
Produced
Published

Creation:

Assembled
Built
Composed
Designed
Devised
Earned
Installed
Invented
Programed
Purchased

Empirical:

Appraised
Audited
Budgeted
Calculated
Computed
Derived
Estimated
Measured

Communication:

Broadcast
Communicated
Illustrated
Interpreted
Interviewed
Lectured
Mediated
Moderated
Negotiated
Performed
Persuaded
Presented
Proposed
Publicized
Rewrote
Taught
Translated
Wrote
Marketed
Modeled
Reviewed

Categorical:

Cataloged
Compiled
Correlated
Identified
Organized
Prioritized
Reorganized
Systematized

Example Résumé

First-year Student

studentf@carleton.edu
798-098-0987

300 North College Street
Northfield, MN 55057

1234 Main Street
Funville, ME 09876

EDUCATION

Carleton College, Northfield, MN

Expected June 2017

- Bachelor of Arts
- Expected major: Philosophy
- Relevant coursework: American Government & Politics and Rhetorical Grammar

EXPERIENCE

Law Offices of X,Y and Z, Receptionist, Funville, ME

Summer 2013

- Answered phone and directed inquiries
- Drafted internal office memos
- Reorganized filing system

Camp Oak Tree, Counselor, Swere, ME

Summers 2011-2012

- Supervised new counselors and assigned responsibilities
- Organized and led educational activities for campers
- Communicated with campers' parents as necessary

ACTIVITIES

Mock Trial Participant, Funville School, Funville, ME

2012-2013

- Prepared a legal case with a team of student lawyers and witnesses
- Participated as a lawyer in simulated courtroom trials in state competitions

Class Officer, Funville School, Funville, ME

2012-2013

- Led class officer meetings
- Raised funds for student functions
- Planned, organized, and publicized school-wide charity events

HONORS

National Merit Scholar

2013

Honor Roll

2011-2013

Outstanding Student Leadership Award

2013

SKILLS

Computer: Word, Excel, PowerPoint, FileMaker

Language: Fluent in Spanish

Formatting Your Résumé

Goal: Your résumé should be presented in a format which allows the reader to quickly see your most relevant skills and accomplishments.

Tip: As you progress through college, avoid including high school experiences, as most employers won't see them as particularly relevant.

Writing Style:

- Describe your experiences accurately and positively.
- Do not use personal pronouns (such as "I").
- Start each phrase with a strong action verb.
- Strive for consistency and parallel structure.
- Use key words that are found in the job description or common in the job field.

Layout:

- Prioritize your related experiences.
- Aim to limit your résumé to 1 page in length.
- Use bold and italics (judiciously) to indicate sections and important items.
- The font should be easy to read (e.g. Times New Roman or Arial) 10 - 12 font.
- Margins can be 0.5 to 1 inch.

Chronological Résumé:

This format lists your experience in reverse chronological order.

- Starts with most recent work.
- Consider breaking up your experience into categories (e.g. "Writing Experience", "Research Experience", "Additional Work Experience").
- Most important/interesting experience should be as close to the top as possible.

Other Formats:

Functional Résumé:

This format allows you to organize your résumé by skill "functional" area. This is not very commonly used by new college graduates. Career Coaches can provide more info on this type of résumé.

CV:

A Curriculum Vitae (or CV) are most commonly used for academic applications, such as graduate school or fellowship applications. Unlike a résumé, a CV can be very lengthy (anywhere from 3 to 25 pages) If you're asked for a CV, include experience such as significant research projects (including comps) and presentations you've delivered. Refer to a Career Coach for more help.

Creative Résumé:

With certain creative career fields such as graphic design, marketing, and advertising, it can sometimes be beneficial to have a more aesthetic and creative resume. Being individually stylized there is no standard for how to design a creative resume. The Career Coaches can talk with you more about a creative resume if that is a format that you would be interested in using.

Finalizing Your Résumé

The last stage of the résumé process is to review your résumé to make sure it's ready to be read by an employer.

Proofread:

- Never send out a résumé that hasn't been proofread by at least one other person in addition to yourself.
- Typos and mistakes can cost you an opportunity, as many employers refuse to consider candidates who submit résumés with mistakes.

Ask for feedback:

- When working through multiple drafts seek out continuous feedback.
- Career coaches, SCAs (Student Career Assistants), professionals in your field of interest, and/or faculty members are all great options for feedback.
- It is common to receive sometimes conflicting feedback - ultimately it's up to you to incorporate as much or as little of the feedback you received in editing and submitting your own unique résumé.

Sending your Résumé:

- Use a PDF format if you are submitting your résumé online (email, online application, etc.).
- Print your résumé on high quality résumé paper for a job fair or if instructed to submit a hard copy application. The Career Center has résumé paper available for student use.