



**Career Services**  
Trinity College: Hartford, CT

# Create a Resume

## WHAT SHOULD YOUR RESUME DO FOR YOU?

*It should present what you have demonstrated, achieved, or learned which might benefit your employer. It is not a work history!!*

## Name

Email Address and/or Personal Web Address

Campus Address: Trinity College Box # • City, State Zip Code • Phone Number

Permanent Street: City, State Zip Code • Phone Number

## CAREER OBJECTIVE:

You generally do not need an objective if you have a cover letter. If you decide you want one anyway, it should be a concise statement describing your career goals. Be specific without being too restrictive.

## EDUCATION:

Institution: location -- Trinity College: Hartford, CT

Degree, Major (and concentration if appropriate), date -- Bachelor of Arts in Political Science, Expected May 2003

Cumulative GPA/GPA in major (optional) - list if 3.0 or higher with academic honors and awards

Optional: relevant coursework, foreign study programs.

## EXPERIENCE:

- All experiences should include the following: Job title, employer name, location (city and state) and date. You may choose to put either the job title or employer name first. You should decide which is more important - where you have worked or what you did. De-emphasize dates, months may or may not be relevant, this should probably be listed on the right or the end.
- This section does not only include paid positions. Some of the most valuable skills and experiences are through volunteer positions, like those through campus organizations.
- Tailor this section for the type of position you are applying - Teaching Experience, Research Experience, Financial Experience, etc.
- May include full-time, part-time, related volunteer work or relevant campus activities, and internships. Remember, not all paid positions reflect your skills.
- Use action words to describe the skills you have developed and applied. Cite specific responsibilities and accomplishments for each position. Be thorough in your descriptions without exaggerating.

## SKILLS:

Computer: List familiarity with computer software and hardware systems, applications and programs, even if it is only word processing. If you don't have it listed, employers may assume you don't know it.

Language: State degree of proficiency in reading, writing and speaking.

## HONORS & AWARDS:

List academic, leadership and athletic honors. If you only have academic awards you can list them after your GPA in the Education section.

## ACTIVITIES/SPECIAL INTERESTS:

List your involvement in different organizations. You do not need to include everything, be selective in your listing. You may choose to include your leadership positions under relevant experience instead.

#### **REFERENCES AVAILABLE UPON REQUEST:**

You should only use this if you need to fill space. Refer to the *Letters of Recommendation* CSO guide.

#### **RESUME WRITING TIPS:**

1. Limit to one page. You do not have to state everything you have done on a resume, but everything you state must be true. You can still discuss other non-listed experiences during your interview.
2. Determine the type of layout that works best for your experience. You may use bolding to emphasize key skills and accomplishments. The most important information should be listed first and to the left.
3. Tailor your resume to the type of position to which you are applying. Decide what you want your resume to convey about your abilities. The most important information should be listed on the first half of the resume. If you have research skills and they are looking for research experience, list that first.
4. Maintain a consistent writing style.
  - a. Do not use "I" or "my."
  - b. You may use complete or fragmented sentences as long as the meaning is clear and style is consistent.
  - c. Start each description with an action word. Use present tense verbs when referring to current activities. Use past tense verbs when referring to past activities.
  - d. Especially if you are interested in the financial industry use numbers, where appropriate, to quantify the scope of involvement.
  - e. Include a brief explanation of an organization in your description if its name is obscure. Remember, the reader is not necessarily familiar with Trinity.
5. Emphasize outcome, accomplishments and breadth of responsibility. Examples: Streamlined invoice procedures reducing staff processing time. Organized publicity campaign leading to 25% increase in volunteers.
6. Be concise and clear in your descriptions. Do not try to impress employers with the use of complicated or confusing words.
7. Make sure there are no typing, spelling or grammar errors. Do a *Spell Check*, it takes two seconds!
8. Do not use contractions and make sure you define abbreviations or acronyms.
9. Be consistent. For example, if your headings are in bold type, all headings should be in bold. Each entry should follow a uniform format.
10. Spell check, but remember that spell check does not catch everything. Have someone proofread your resume.
11. Choose a font that is easy to read such as Times New Roman. It should not be any larger than 12 point and no smaller than 10 point.

12. Even if the employer only requests a resume you should create and send a cover letter along with it. Refer to the CSO Guide *Write a Cover Letter*.
13. Print final copies of your resume on quality paper. Use the same color and type of paper for resume, cover letter and envelope. Make sure the paper photocopies well.
14. Seek advice from the Career Services Office for suggested improvements in wording, layout and style.
15. Once completed, upload your resume to Trinity Recruiting and publish it to the your class years Resume Book for employers to view (Check under My document, publish resume in Trinity Recruiting).

## **SCANNABLE RESUMES:**

For students applying to computer related positions, high-tech companies or other large corporations realize that your resume may be scanned into a computer database. In these cases:

- A. Do not use italics, underlining or graphics. You may use capitals to make titles stand out.
- B. Use a minimal amount of bold.
- C. Use Palatino or Times font in 12 point or a minimum of 10 point.
- D. In the experiences or activities descriptions, use keywords specific to the career field. If they apply, try to use words listed in the job posting.
- E. Do not fold or staple your resume.
- F. Print resume on white or ivory paper.

## **SOME RESOURCES IN THE CSO LIBRARY ARE:**

Sample Resumes by Trinity Students (green binder)

Resumes that Knock 'Em Dead by Martin John Yate

Building a Great Resume by Kate Wendleton

Electronic Resumes for the New Job Market by Peter D. Weddle

## **ACTION WORDS**

Use these action words to enhance you resume and to make your descriptions more powerful!

achieved	collected	delegated	established
activated	communicated	demonstrated	estimated
adapted	compared	designated	evaluated
administered	compiled	designed	examined
advertised	computed	determined	exchanged
advised	consolidated	developed	executed
advocated	consulted	devised	expanded
analyzed	controlled	directed	extended
appraised	converted	discovered	formulated
assembled	coordinated	distributed	guided
attained	counseled	educated	governed
augmented	created	eliminated	illustrated
balanced	curtailed	encouraged	improved
coached	decided	endorsed	increased
collaborated			instructed

interpreted  
introduced  
invested  
investigated  
lectured  
maintained  
managed  
measured  
merged  
minimized  
modernized  
modified

motivated  
negotiated  
observed  
obtained  
operated  
organized  
originated  
oversaw  
persuaded  
planned  
produced  
promoted

publicized  
published  
recommended  
replaced  
reported  
researched  
restored  
serviced  
solved  
sponsored  
strengthened  
studied

suggested  
supervised  
supplemented  
surpassed  
synthesized  
taught  
trained  
updated