



DEVELOPING YOUR RESUME

WHAT IS A RESUME?

A resume is a *marketing tool* for you to use in your job or internship search. The purpose of your resume (along with your cover letter) is to get you an interview. The most effective resume is one that is a *clear* and *concise* representation of your skills, abilities and experiences, and one that is tailored to fit the organization or position.

In preparing the content for your resume, take time to think about all of your accomplishments, your purpose, and your audience. Look at position descriptions to see how your educational, professional, campus, and volunteer experiences may parallel the responsibilities listed.

Remember...

- An employer spends an average of 10 to 20 seconds reviewing a resume. Your resume should be as concise as possible. For most students and young alumni, we would recommend that your resume be one full page in length. However, some industries may require longer resumes or curricula vitae – please consult with a member of The Griff Center staff if you are unsure what type of format you should follow.
- Take a look at different resume templates to find a style that resonates with you and the industry you are applying to. However, start with a blank word processing document and format after. This order will allow you to move and add new experiences with much less frustration.

WHAT TO INCLUDE

HEADING/CONTACT INFORMATION

This section should include all methods for how an organization can get in touch with you. Your name should appear at the top of the resume, with the font size being about 2pts larger than the rest of your text. Directly below that, you'll want to include the following:

Current Address. You can list your school and permanent address – see page 4 for an example.

Phone Number. You should only list one number. Use a telephone number where you can be easily reached, and one that has a professional voicemail message.

Email Address. You should only list one email address. Use an address that is professional, like one that includes your name, and is one you check regularly.

Other Items to Include. You can choose to include your LinkedIn Public URL, or a link to an online portfolio that demonstrates your work.

EDUCATION

In this section, you typically discuss the highest degree you have earned or are pursuing. You can list Canisius College, any colleges you may have transferred from, institutions where you studied abroad, as well as high school. List the most recent, or highest degree pursued, first. The amount of educational history you list will vary depending on the type of profession you are pursuing, so check with a member of The Griff Center to see how much you should include. The following items should be included in your education section:

Institution Name, City and State

Full Degree with Major. For example, Bachelor of Arts in Political Science or Master of Business Administration.

Graduation Date. Can be listed as Expected or Anticipated if not earned yet.

Minors/Concentrations

GPA. We advise listing your GPA if it is above a 3.0. Also, be sure to list it out of 4.0 – for example, 3.56/4.00.

Other Items to Include. You can mention academic honors and scholarships, if relevant. You can also include academic courses under a bullet titled Relevant Coursework to showcase skills and knowledge not demonstrated in your work or leadership experience. Certifications and Licenses should be listed above the Education section in their own category.

EXPERIENCE

This section can take on many different names depending on the type of work you want to highlight. Some examples of heading names could be: Teaching Experience, Finance Experience, Editorial Experience, Marketing Experience, or just Relevant Experience. You'll want to list these experiences, which can be a mix of paid and unpaid, in reverse chronological order. Be sure to include the following key pieces of information along with a bulleted list of strengths, accomplishments, and tasks, detailed with an active voice.

Organization Name, City and State

Title of Position

Dates in Role (Keep date format consistent – list as 'Month Year – Month Year' or to Present if you are still in the role)

Be sure to give yourself credit for everything that you are actively involved with! Leadership in student organizations, athletics, and volunteer experiences are some great examples of experiences where employers find transferrable skills. Including the same pieces of information discussed above, additional sections could include:

- Leadership Experience
- Volunteer Experience
- Professional Development (or Affiliations)
- Research Experience
- Presentations

SUMMARY OF QUALIFICATIONS

This optional section can be listed above your Education section or at the very bottom of your resume. Here, you can highlight skills that will be most valuable to the organization relevant to the particular position in a bulleted list. For example, you can utilize this section to showcase interpersonal traits, technical knowledge, and language fluency. Be sure to not only list the talent or strength, but to articulate your level of proficiency, and where applicable, how you developed the strength.

ACTION VERBS (BY SKILL SET)

Use action verbs in writing your resume and cover letters to highlight your strengths, accomplishments, and ability to complete tasks. These words would lead the bulleted statements under each of your experiences on your resume. Here is a small sampling of action verbs broken down by skill set:

Communication /People Skills	Creative Skills (Cont.)	Financial & Technical Skills (Cont.)	Helping Skills (Cont.)	Management/ Leadership Skills (Cont.)	Research Skills
Advertised	Customized	Calculated	Educated	Oversaw	Analyzed
Clarified	Designed	Computed	Encouraged	Planned	Clarified
Collaborated	Developed	Converted	Ensured	Prioritized	Collected
Composed	Directed	Determined	Expedited	Produced	Compared
Consulted	Displayed	Developed	Facilitated	Recruited	Conducted
Contacted	Drew	Estimated	Guided	Reviewed	Evaluated
Convinced	Entertained	Forecasted	Helped	Selected	Examined
Corresponded	Fashioned	Installed	Motivated	Streamlined	Experimented
Discussed	Formulated	Managed	Prevented	Strengthened	Explored
Drafted	Founded	Measured	Provided	Supervised	Formulated
Edited	Illustrated	Planned	Referred		Gathered
Expressed	Initiated	Prepared	Represented	Organizational Skills	Inspected
Formulated	Instituted	Programmed	Resolved	Arranged	Interviewed
Influenced	Integrated	Projected	Supported	Categorized	Investigated
Interacted	Invented	Qualified	Volunteered	Charted	Measured
Interpreted	Modeled	Reconciled	Management/ Leadership Skills	Classified	Reviewed
Involved	Modified	Reduced	Appointed	Coded	Solved
Judged	Performed	Repaired	Approved	Collected	Summarized
Listened	Photographed	Researched	Coordinated	Compiled	Surveyed
Marketed	Planned	Solved	Decided	Distributed	Tested
Mediated	Revised	Validated	Delegated	Executed	Teaching Skills
Presented	Revitalized	Helping Skills	Developed	Filed	Advised
Publicized	Shaped	Adapted	Directed	Incorporated	Clarified
Referred	Solved	Advocated	Emphasized	Logged	Coached
Reported	Financial & Technical Skills	Aided	Enforced	Maintained	Critiqued
Resolved	Administered	Assessed	Enhanced	Prepared	Developed
Responded	Adjusted	Assisted	Established	Processed	Enabled
Spoke	Allocated	Clarified	Executed	Registered	Encouraged
Translated	Analyzed	Coached	Generated	Reorganized	Evaluated
Wrote	Applied	Collaborated	Improved	Reserved	Facilitated
Creative Skills	Assembled	Contributed	Increased	Scheduled	Focused
Acted	Assessed	Counseled	Initiated	Standardized	Guided
Adapted	Balanced	Demonstrated	Motivated	Updated	Individualized
Composed	Budgeted	Diagnosed	Navigated		Instructed
Created					Motivated
					Trained
					Tutored

HELPFUL TIPS FOR WRITING AND DESIGNING YOUR RESUME

- Proofread for spelling and grammar errors!
 - Choose ivory or white paper; 8 ½" x 11" in size
 - Create an attractive heading including your name and contact information, that can be used on all of your application materials
 - Print on only one side of the paper
 - Use a 10 to 12 point font
 - Use appropriate size margins (Between 1/2" and 1" margins)
 - Use non-decorative fonts (Suggested: Times New Roman, Cambria, Garamond or Helvetica)
 - Do not fold or staple your resume
 - Use no more than two or three special effects (such as bolding, italicizing, or underlining)
 - Use bulleted lists (Do not substitute dashes or asterisks for bullets)
 - Be 'All or Nothing' with punctuation – each bullet should end with a period or it should not.
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SAMPLE FORMATS FOR CONTACT INFORMATION

WITH TWO ADDRESSES

College Address

2001 Main Street
Buffalo, New York 14208

PETER CANISIUS

(716) 888-2170
hireagriffin@canisius.edu

Permanent Address

1870 Elmwood Avenue
Akron, Ohio 44322

WITH ONE ADDRESS

Peter Canisius

2001 Main Street • Buffalo, NY 14208 • (716) 888-2170 • hireagriffin@canisius.edu

PETER CANISIUS

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Buffalo, New York 14208
(716) 888-2170
hireagriffin@canisius.edu

PETER CANISIUS

2001 Main Street | Buffalo, NY 14208
(716) 888-2170 | hireagriffin@canisius.edu

SAMPLE FORMATS FOR EDUCATION AND EXPERIENCE

Sample 1

EDUCATION

Canisius College, Buffalo, NY
Bachelor of Arts in History, Expected May 2018

- GPA: 3.45/4.00

RELEVANT EXPERIENCE

ABC Company, Buffalo, NY
Product Intern, January – June 2015

- Developed protocol to enable more effective communication between team members in development and design
- Researched competitors and target markets in preparation for launch of XYZ product

Sample 2

EDUCATION

Canisius College, Buffalo, NY
Bachelor of Arts in History Expected May 2018

- GPA: 3.45/4.00

LEADERSHIP EXPERIENCE

Canisius College, Buffalo, NY
Undergraduate Student Association (USA) President January 2015 - Present

- Guided budget committee in allocating the \$100,000 annual operating budget to 67 student organizations
- Led initiative to create a commuter lounge for non-residential students

Sample 3

EDUCATION

Canisius College, Buffalo, New York
Bachelor of Arts in History, Expected May 2018

- GPA: 3.45/4.00

TEACHING EXPERIENCE

Canisius High School, Buffalo, New York
Student Teaching Placement, January – March 2015

- Taught 25 high school aged students engaging lessons in American History
- Assisted lead teacher in the grading of tests and written essays

SAMPLE RESUME FORMAT

YOUR NAME

College Address

Number and Street Address
City, State Zip

Telephone with Area Code
Professional Email Address

Permanent Address

Number and Street Address
City, State Zip

EDUCATION

Canisius College, Buffalo, New York

Bachelor or Master of Arts/Science/Education/Business Administration, etc. Month Year

- Minor/Focus/Concentration
- GPA: x.xx/4.00; Dean's List (Semester Year – Semester Year)
- Relevant Coursework: Include full titles of courses taken that are relevant to the position/industry, if applicable.

Prior School Attended, City, State

Degree Earned/Coursework Studied Month Year

- As a general rule of thumb, freshmen and sophomore students can include their high school information on their resume. However, you may include later on if it is relevant to your intended career path (e.g., teaching).

RELATED EXPERIENCE

Organization Name, City, State

Title Month Year – Month Year (or Present)

- Use strong action verbs to describe your accomplishments, skills, and tasks in the role.
- Quantify your information wherever possible by including numbers, percentages and dollar amounts.
- Avoid including a simple list of tasks; instead, focus on articulating the who, what, where, when, why and how for the accomplishment, skill, or task.

LEADERSHIP/VOLUNTEER/ATHLETIC EXPERIENCE

Organization Name, City, State

Title Month Year – Month Year (or Present)

- Treat your student leadership or volunteer experiences just like you would any traditional type of employment. Focus on the value that you brought to the organization or the service provided to others.

SUMMARY OF QUALIFICATIONS

- Fluent in (Language)
- Proficient with Computer Programs (e.g., Microsoft Excel, Adobe InDesign)
- Certified in Relevant Technical or Industry Specific Skills (e.g., First Aid, Cloud IT)

SUMMER JOB / INTERNSHIP RESUME SAMPLE

CATIE CANISIUS

College Address
2001 Main Street
Buffalo, NY 14208

(716) 888-2170
hire_catie@canisius.edu

Permanent Address
1870 Park Boulevard
Beverly Hills, CA 90210

EDUCATION

Canisius College, Buffalo, NY

Bachelor of Arts in Digital Media Arts

Anticipated May 2018

- Minor: Music
- Major GPA: 3.90/4.00

Beverly Hills High School, Beverly Hills, CA

High School Graduate

June 2014

- GPA: 4.0/4.0

RELEVANT EXPERIENCE

Griffin Newspaper, Buffalo, NY

Writer

August 2014 – Present

- Write cultural articles for student run newspaper on a monthly basis
- Collaborate with Art Director to design layout with Adobe InDesign and select graphics to be used with article

Starbucks, Beverly Hills, CA

Barista

May 2012 – Present

- Greet patrons as they arrive at the store to create a welcoming environment
- Process cash and credit card transactions, tendering correct change to patrons
- Prepare accurate orders following instructions set forth by patrons and ensure that each brew conforms to the standards set by Starbucks
- Resolve customer concerns in a positive and professional manner to keep patrons happy and ensure recurring business
- Maintain a clean and sanitized environment for patrons and fellow employees

LEADERSHIP EXPERIENCE

Beverly Hills High School, Beverly Hills, CA

Yearbook, Editor-in-Chief

June 2013 – June 2014

- Designed layout for the 160-page publication using Adobe InDesign
- Led bi-weekly meetings for the 24-person staff to discuss deadlines and ideas for new yearbook sections

Yearbook, Staff Member

September 2011 – May 2013

- Assisted with the layout and design of the Senior Class Portraits section, and collected senior quotes to be used in publication

TEACHING RESUME SAMPLE

Peter Canisius

1870 Main Street • Buffalo, NY 14202 • (716) 888-2170 • hireagriffin@canisius.edu
<http://linkedin.com/in/petercanisius>

Certifications

Candidate for New York State Initial Certification in Childhood Education (1-6)
First Aid Certification, Renewed June 2015
CPR Certification, Renewed June 2015

Education

Canisius College, Buffalo, NY

Bachelor of Science in Childhood Education, Expected May 2016

- Overall GPA: 3.4/4.0
- Major GPA: 3.7/4.0

Teaching Experience

The Public Middle School, Buffalo, NY

Student Teacher, October 2015 – Present

- Designed and implemented lesson plans to accommodate the learning styles of 23 students
- Taught fifth grade students lessons on mean, median, and mode, based on differentiated learning needs
- Utilized SMART Board technology while implementing mathematics lessons
- Provide two students with extracurricular tutoring and homework to create path for success
- Participated in professional development to gain knowledge of the Common Core Standards

The Private Elementary School, Amherst, NY

Student Teacher, March 2015 – May 2015

- Taught a group lesson to second grade students focused on reading comprehension
- Observed lead teacher and assisted with language arts lessons
- Attended professional development sessions to enhance knowledge on Individualized Educational Plans (IEP's)

Camp Anawanna, Lake Placid, NY

Senior Camp Counselor, June 2014 – Present

- Planned and implemented overnight camping and leadership trainings
- Coordinated twelve camp counselor schedules to ensure coverage in all cabins
- Successfully executed Anawanna Action!, a full day of physical activities to promote health and wellness for campers between the ages of seven and ten

Camp Counselor, June 2011 – August 2011, June 2013 – August 2013

- Coached and provided instructions to campers between the ages of five and six playing tee ball
- Oversaw the safety and well-being of 14 campers in assigned cabin
- Organized arts and crafts activities to keep campers engaged on rainy days

BUSINESS RESUME SAMPLE

SOPHIA CANISIUS

6151 Richmond Street | Buffalo, New York 14000
(716) 888-2170 | hiresophia@canisius.edu

EDUCATION

Canisius College, Buffalo, New York

Master of Business Administration, Finance, expected May 2016

- GPA: 3.37/4.00

Canisius College, Buffalo, New York

Bachelor of Arts in Communication Studies, May 2014

- Focus in Advertising and Public Relations
- GPA: 3.52/4.00 (Dean's List Fall 2013, Spring 2014)

SUMMARY OF QUALIFICATIONS

Proficient with Microsoft Office Suite (Excel, PowerPoint, Publisher and Word)
Creative ability to problem solve developed through liberal arts education
Experienced with using Adobe InDesign for marketing assignments
Strong delegation skills improved through campus leadership roles

EXPERIENCE

Ace Automotive Center, Cheektowaga, New York

Accounts Payable & Receivable Intern, January 2015- May 2015

- Reviewed accounts, detailed financial statements, receipts, and other relevant documents with the utmost care to ensure the accuracy of repayments
- Reduced overdue accounts, approximately \$30,000, by contacting customers to collect overdue debts and offering repayment options
- Accelerated and improved accounts receivable status by expediting the invoice emailing process for better cash flow

Fisher-Price, East Aurora, New York

Marketing Intern, August 2014-December 2014

- Attended trade shows, conferences, and networking events in order to develop new connections and business opportunities
- Utilized a Customer Relationship Management System (CRM) to organize, automate, and synchronize marketing, sales, customer service, and technical support
- Created signage, circulars, and e-mail campaigns for company promotions and events

SPoT Coffee, Williamsville, New York

Barista, August 2011- Present

- Provide quality beverages and food products consistently for all customers by adhering to all recipe and presentation standards
- Follow SPoT Coffee operational policies and procedures for cash handling and health, safety and sanitation guidelines for all products