



FOLLOW YOUR

PATH:

RESUME GUIDE

Paul Smith's College
Center for Academic and Career
Success

The Basics.

What is a resume?

- A resume is a SUMMARY of your RELEVANT professional education, experience, skills and qualifications.
- NOT the same as a CV!
- Your own personal marketing tool

Basic Guidelines:

- When submitting a resume, you should always tailor your resume to what your potential employer is looking for.
 - Go to the job posting and see what qualities they are looking for in a prospective employee. Are they looking for good communication skills? Leadership roles? Highlight those experiences!
- Unless you have extensive RELATED experience to the job you are applying for, it is best to keep a resume to one page. Some things to include are:
 - Name
 - Contact information: home address, email, phone number
 - Education
 - Related professional/volunteer/research experiences (most recent experiences first)
 - Relevant skills, certifications
 - Additional accomplishments, awards, leadership, organizations, activities, clubs, interests

Keep in mind: Even if your job experience is in unrelated fields, there are still skills you learned that can benefit you on a new job! Some examples include customer service skills, communication skills, team work, or computer skills.

- Make sure formatting is consistent throughout- show attention to detail!
- This is harder to read than This. Use easy to read fonts such as Times New Roman 12 pt in black. Keep it simple!
- **Proofread** your resume! There should be NO spelling or grammatical errors. It could cost you an interview! Have your resume reviewed by several people including professors, Peer Mentors, Writing Tutors, Center for Academic and Career Success, family/friends, etc.
- Don't be afraid to reach out to professionals in your field for field-specific resume advice

Sell Yourself.

Think of it this way. If I were to offer you “a burger,” or “a juicy, marinated burger on a warm fresh pretzel bun topped with melted American cheese, lettuce, and tomato,” which would you be more likely to choose? Think of this example when writing your resume- you want to stand out amongst other applicants! I may have been offering you the same burger in both situations, but the words I used to describe the second burger probably made it seem like the better option.

Here are some tips when writing your resume:

- Avoid saying things such as “detailed oriented,” “people-person,” “self-motivated.” The proof is in the pudding...so show them!
 - Provide numbers and specific examples if possible- they can see your qualities through your skills and achievements.

Remember the example from earlier? You’ll want to use well-chosen action words. Instead of saying you “helped customers” you could say “manage customer expectations in delivering superior levels of service.” Below are some words to use when describing different job duties:

Writing/Communication:

1. Authored/co-authored
2. Composed
3. Conveyed
4. Convinced
5. Corresponded
6. Counseled
7. Critiqued
8. Defined
9. Documented
10. Illustrated
11. Lobbied
12. Persuaded
13. Promoted
14. Publicized
15. Reviewed
16. Advocated
17. Clarified
18. Consulted
19. Influenced
20. Informed
21. Mediated
22. Negotiated

Research/Analysis:

1. Analyzed
2. Assembled
3. Assessed
4. Audited
5. Calculated
6. Discovered
7. Evaluated
8. Examined
9. Explored
10. Forecasted
11. Identified
12. Interpreted
13. Investigated
14. Mapped
15. Measured
16. Qualified
17. Quantified
18. Surveyed
19. Tested
20. Tracked

Achievements:

1. Attained
2. Awarded
3. Completed
4. Demonstrated
5. Earned
6. Exceeded
7. Outperformed
8. Reached
9. Showcased
10. Succeeded
11. Surpassed
12. Targeted

Leadership Roles:

1. Authorized
2. Chaired
3. Cultivated
4. Delegated
5. Directed
6. Enabled
7. Executed
8. Facilitated
9. Fostered
10. Guided
11. Headed
12. Hosted
13. Inspired
14. Mentored
15. Mobilized
16. Operated
17. Orchestrated
18. Oversaw
19. Spearheaded
20. Trained

Worked on:

1. Arranged
2. Compiled
3. Composed
4. Constructed
5. Created
6. Developed
7. Engaged In
8. Fashioned
9. Forged
10. Formulated
11. Made
12. Made Progress On
13. Operated
14. Organized
15. Perfected
16. Prepared
17. Pursued
18. Put Together
19. Set Up
20. Undertook

Team Player:

1. Acknowledged
2. Assimilated
3. Blended
4. Coalesced
5. Collaborated
6. Contributed
7. Diversified
8. Embraced
9. Encouraged
10. Energized
11. Gathered
12. Harmonized
13. Ignited
14. Joined
15. Melded
16. Merged
17. Participated
18. Partnered
19. United
20. Volunteered

Assisted:

1. Abet
2. Aid
3. Advance
4. Boost
5. Help
6. Counsel
7. Coach
8. Cooperate
9. Collaborate
10. Dispatch
11. Expedite
12. Endorse
13. Facilitate
14. Maintain
15. Promote
16. Reinforce
17. Support

Responsible for:

1. Accomplished
2. Acquired
3. Achieved
4. Acted As
5. Completed
6. Created
7. Executed
8. Finished
9. Forged
10. Made
11. Navigated
12. Negotiated
13. Operated
14. Partnered
15. Performed
16. Prepared
17. Produced
18. Secured
19. Succeeded In
20. Undertook

[Resume Draft]

Name

HOME: Street Address, Location, State Zip Code telephone #
SCHOOL: College name, Location, State Zip Code professional or school email

OBJECTIVE [Do not use "I" or "my". Optional when including cover letter]

SUMMARY or PROFILE [highlight top qualifications and skills employer is seeking]

EDUCATION

Paul Smith's College, Paul Smiths, NY
[Degree type] in [Major] Month Year
GPA: [if 3.00 or over-or meets minimum GPA requirement of job]
Senior Capstone Research Project "*Title*" Date presented

HONORS, AWARDS OR SCHOLARSHIPS [academic]

RELEVANT COURSEWORK [in major and electives that are relevant to job or industry]

SKILLS & CERTIFICATIONS

PROFESSIONAL EXPERIENCE

Employer, Location, State
Job Title Month Year to Month Year

- Action verb job description
- Use present or past tense
- Organize/Organized
- Develop/Developed

OTHER EXPERIENCE [to show timeline, usually unrelated and does not require job descriptions]

Employer, Location, State
Job Title Month Year to Month Year

LEADERSHIP EXPERIENCE & COMMUNITY SERVICE [include clubs and volunteer work]

INTERESTS & ACTIVITIES [if relevant to job or geographic location]

Notes: Include other headings as needed

Chris Cross

Paul Smith's College
P.O. Box 265
Paul Smiths, NY 12970
(518) -565-5566
ccross@paulsmiths.edu

SUMMARY

- Completed over 300 work experience hours in local restaurants
- Dedicated to exemplary customer service
- Demonstrated extensive knowledge of both front and back of house service operations

EDUCATION

Paul Smith's College
Bachelor of Professional Studies
Major: Culinary Arts and Service Management
Minor: Craft Beer Studies and Management
Overall GPA: 3.3

Paul Smiths, NY
May 2019

RELATED COURSEWORK

Commercial Cooking and Catering	The Service Economy
Food Service Sanitation	Financial Accounting
International Cuisine	Advanced Patisserie

WORK EXPERIENCE

The Palm Restaurant

Paul Smiths, NY
Summer 2017- Present

Cook

- Prepare entrees for the dinner menu according to set recipes
- Manage inventory and supply management tasks
- Ensure a positive and memorable customer dining experience
- Maintain health and safety standards while also ensuring customers' orders are accurate and consistent
- Oversee and delegate tasks to a team of four other students working in the kitchen

Smoke Signals

Lake Placid, NY
Summers 2015, 2016

Host

- Provided a positive and unique customer service experience to all guests
- Addressed all guest requests or complaints and worked diligently to solve any issues
- Presented menus, escorted guests to assigned table, and answered any questions regarding dining or seating
- Managed seating assignments for guests and wait staff
- Communicated effectively with all guests regarding delays and offered additional services to create a personal dining experience

HONORS & ACTIVITIES

PSC Snowcats, member
Men's Varsity Soccer Team, member

VOLUNTEER

Completed over 100 hours of community service at local soup kitchens

SPECIAL SKILLS

Computer: Microsoft Office (Word, Excel, Access, PowerPoint)
Language: English (fluent), Spanish (6 years)

Sydney Gonzalez
123 Smith Street
Albany, NY
(518) – 123 – 4567
sgonzalez@paulsmiths.edu

EDUCATION

Paul Smith's College
Bachelor of Arts
Major: Environmental Studies
Overall GPA: 3.6

Paul Smiths, NY
May 2018

**RELATED
COURSEWORK**

Ecological Change and Society
Philosophy of Nature
Politics of the Environment

Environmental Writers
Environmental History
General Ecology

**RELATED
EXPERIENCE**

Adirondack Watershed Institute
Watershed Steward

Paul Smiths, NY
Summer 2017- Present

- Perform watercraft inspections at boat launches in accordance with program protocol to prevent the spread of aquatic invasive species
- Communicate with community members regarding aquatic invasive species
- Collect and analyze data to be used by the Adirondack Watershed Institute to better understand the spread of invasive species
- Develop an extensive knowledge of aquatic invasive species in the Adirondacks

Paul Smith's College
Outing Program Co-Leader

Paul Smiths, NY
Fall 2016 - Present

- Plan and facilitate a variety of outings for Paul Smith's students to explore the Adirondacks including hiking, kayaking, canoeing, rock climbing, skiing, snowshoeing, and fishing
- Supervise and maintain the safety of groups of up to 10 Paul Smith's students on Outing Program trips
- Ensure a positive experience for all student participants on trips
- Participate in Wilderness First Aid, Wilderness First Responder, and CPR trainings

YMCA
Camp Counselor

Albany, NY
Summers 2015, 2016

- Supervised a group of 25 10–14 year olds for ten weeks over the summer
- Coordinated summer activities such as hiking, canoeing, swimming, soccer, and tennis
- Incorporated environmental education lessons into daily outdoor activities for students to learn about environmental stewardship
- Communicated effectively with supervisors, other camp counselors, students, and parents

**HONORS &
ACTIVITIES**

Society for Ecological Restoration, member

**SPECIAL
SKILLS**

Computer: Microsoft Office (Word, Excel, Access, PowerPoint)
Certifications: Wilderness First Aid, CPR

Resume FAQ.

Q. I am having trouble writing my resume, and I need someone to look it over. Who can I go to?

A. You can go to Peer Mentors, Writing Tutors, the Center for Career and Academic Success, professors, advisors, family and friends.

Q. Should I use a template from Word or other sites to start my resume?

A. No- try to avoid it if you can. You can use templates for ideas, but they can be difficult to work with when you want to add or update your resume. Start from a blank Word document for best results.

Q. How often should I update my resume?

A. You should update your resume every time you acquire a new skill, land a new job, join another club, etc.

Q. Can I use the same resume to apply to different jobs?

A. Depends! Ideally, you should tailor your resume to each job you are applying for. Look at the job posting to determine what the job is looking for, and highlight those skills or experiences. Additionally, some jobs may provide specific instructions on how they want your resume to look. Most of the time, your overall resume format/information shouldn't have to change too much.

Q. Is it okay to exaggerate or stretch the truth on my resume?

A. No way! Honesty is always the best policy. Everything you write on your resume should be truthful, and you should be prepared to back it up. If you aren't proficient in a skill set, that's okay! Many jobs are willing to work with you to build those skills.

Q. The employer wants references, where do I put those?

A. References should not be included in your resume, but should be included on a separate page enclosed with your resume. Be sure you always let your references know when you plan to use them as a contact.

Q. Who should I use as references?

A. You want strong references that can vouch for your character and abilities. If you've had a job, references could include employers, supervisors, or coworkers. If you do not have job experience, a professor, counselor, or volunteer coordinator would be good options. Do not put family members or friends, unless you have worked for them in a professional capacity.

Q. I am looking for a major-specific guide. Where can I go to find that?

A. This guide is a basic guide that can work for a variety of majors. However, for some major-specific guides you can go to the following links:

Fisheries and Wildlife-

https://fw.oregonstate.edu/sites/agscid7/files/fw/writing_effective_resumes.pdf

Culinary- <https://zety.com/blog/culinary-resume-example>

Business/Hospitality- <https://zety.com/blog/business-resume-example>

A simple google search will yield a variety of other job-specific resume guides!

See next: Cover letters