

RESUME GUIDE

PURPOSE

A resume is used to help market yourself as a good fit for a specific job or company. The goal is to help you get an interview by showcasing your experiences, skills, and accomplishments to an employer. A resume should be neat and organized and contain only relevant information that will make it easy for an employer to see why you might be a good candidate. The following tips and examples reflect the **chronological resume** style, which highlights most recent experiences first, then lists each additional experience in reverse chronological order within each section.

FORMATTING GUIDELINES

Formatting should be consistent and well organized throughout each experience on your resume so employers can more easily skim your resume for information. Additionally, your formatting should be consistent across all application documents including resume, cover letters, personal statements, etc. **It is recommended you start from scratch in MS Word rather than use a template, because templates may not follow best practices and can be difficult to edit.**

FONTS

Use a basic black font that is easy to read such as Times New Roman, Arial, and Calibri. Font size for the body portion of your resume can range from 10-12pt font. Your name and section headers may be formatted a few sizes larger.

BOLDING

Bolding text can help highlight information you want to stand out to the employer such as degree or job titles. Think about what is the most important information for an employer to know. Make sure your use of bold text is consistent throughout.

PAGE LENGTH

Resumes are traditionally no more than a page long and fill the entire page. Two pages may be used for resumes with substantial experience, though this is less common. If you plan on using two pages, be sure to fill the entire second page, avoid cutting an experience in half at the page break, and use page numbers.

MARGINS

The margins on a resume typically are set at .5 inch (narrow setting in Word) or 1 inch (standard setting in Word).

BULLET POINTS

Use bullet points to highlight key skills and accomplishments under each experience. A good bullet point will be no longer than one sentence and will start with an action verb. This verb should reflect the skill set you are trying to market to the employer. A list of action verbs is included for your reference at the end of this document

Additionally, a bullet points should display your accomplishments not tasks. Quantify your experiences with numbers or other concrete measures whenever possible. The more detailed the bullet, the more information an employer is able to gather. You should aim to include 2-5 bullet points per experience. A formula for writing strong bullet points is listed below:

Strong ACTION VERB¹ + WHAT² you did + HOW³ and/or WHY you did it

EXAMPLE

Weak Bullet Point

- Watched children

Strong Bullet Point

- Cared for¹ 2 children, ages 6 and 9², and developed play activities designed to promote educational and social development, such as games, arts and crafts, and storytelling³

TAILORING YOUR RESUME

Each resume you create should be tailored specifically to the position you are applying to. Look closely at the position description and pull out key words, skills, and phrases you may want to use in your resume. Organize your experiences to reflect the skillsets needed for the particular job you are applying to. You can adjust your section titles, the length of each experience, and the content of your bullet points to tailor your resume to the position you are applying to.

As you begin to decide what to include on a resume, it may be helpful to create a **master resume**. A master resume is a comprehensive resume that includes all of your past experiences, relevant or not, in great detail with disregard for page length limitations. You can then edit your master resume down in order to tailor it to a specific position.

WHAT NOT TO INCLUDE

Regardless of what you are applying to, there are a few things you should avoid including on your resume. There are, of course, exceptions to every rule, but in general you should avoid including the following:

- **Objectives / Personal Summaries**
It is no longer considered a best practice to start your resume with an objective statement or some kind of summary since these statements usually take up valuable space that could be used to describe your experiences.
- **Colors and Graphics**
While you may want to use color or graphics to show your personality and set you apart from other applicants, be aware that some employers may toss out an untraditional looking resume in favor of something more standard. Let your experiences speak for themselves and avoid using colors or graphics.
- **Old Experiences and High School Experiences (After Sophomore Year)**
Unless an experience is extremely relevant to what you are applying to it is probably safe to leave these off. By the end of your sophomore year in college you should have started to replace these experiences with new ones.
- **References Available Upon Request**
Avoid making the employer have to do any extra work to request your references and instead provide a list of 3-5 references in a separate document. A sample reference sheet is listed towards the end of this guide.

RESUMES VS. CURRICULUM VITAS (CV)

A CV is an academic, research focused resume traditionally used in academic, research, health care settings, and abroad. CVs are not restricted in length and may include a lengthy "Publications and Presentations" section in which out-of-classroom presentations and co-authored publications are listed. Otherwise, these styles are interchangeable.

PERSONAL INFORMATION

Your resume should start with a header including your name and contact information. Your name should be large and prominent at the top of your resume. This can be justified on left, center, or right as you prefer.

INCLUDES

- Contact Information: Full Name, Address (full address or just City, State), Phone Number, and Email Address
- Portfolium, LinkedIn, or other professional portfolio, **optional**

EXAMPLE

CALEB HAAS

Providence, RI | 401-555-8774 | caleb.haas@salve.edu
<https://portfolium.com/calebhaas>

EDUCATION

List your education starting with your most recent experience. You do not need to include your high school or, if you are a transfer student, your previous college(s), though you may. **You may swap whether you list your degree title or the institution name first, depending on what you are applying to.**

INCLUDES

- Degree title(s)
- Academic Honors (Dean's List, GPA if above 3.0, etc)

EXAMPLE

EDUCATION

Salve Regina University, Newport, RI
Bachelor of Arts in Administration of Justice, Minor in English Communications

Anticipated May 2020
Cumulative GPA: 3.67, Dean's List

EXPERIENCES

The titles for each of your sections can vary based on the skill sets and experiences you want to market to the employer. You may want to include a blanket “Experience” section on your resume which includes all of your experiences in reverse chronological order, or you may want to categorize your experiences by breaking them up into various sections. For example, you may want to highlight your more relevant experiences by breaking them up under two separate sections titled, “Relevant Experience” and “Additional Experience”. You can even be more specific with your section headers to reflect a particular skillset, for example you could have a section titled “Non-Profit Experience”, “Federal Work Experience”, “Writing and Editing Experience”, etc.

INCLUDES

- Job/Experience Title
- Organization's name and location
- Bulleted description of skills and accomplishments starting with action verbs
- Dates of employment (usually aligned against the right margin)

EXAMPLE

LAW AND POLICY EXPERIENCE

- Grant Policy Advising Intern**, Rhode Island Emergency Management, Cranston, RI June 2019 – Present
- Monitor Homeland Security Grant compliance for local Fire, Police, and Public Works Departments by coordinating site-visits and verifying paperwork to ensure grant funded equipment is being utilized properly
 - Audit local departments compliance with grant regulation and deliver an auditing report to grant funded departments to complete auditing process
 - Respond to grant policy questions submitted via email and maintain individual department files

RELEVANT COURSEWORK

If you are applying to a position within your academic field, you might consider including some of your relevant coursework. Introductory level courses may be left off and you should tailor your course list directly to the position you are applying to (ie. For a marine biology research position, you might leave off BIO 111, General Biology, but include BIO 260, Marine Biology). Coursework can be included in a variety of ways, for emphasis.

EXAMPLE 1 (AS PART OF EDUCATION)

EDUCATION

- Bachelor of Arts in Administration of Justice, Minor in English Communications** Anticipated May 2020
Salve Regina University, Newport, RI Cumulative GPA: 3.67, Dean's List
- Relevant Coursework:** Criminal Law, Criminal Procedure, Contemporary Trends and Issues in the Justice Process

EXAMPLE 2 (IN ITS OWN SECTION)

RELEVANT COURSEWORK

- Criminal Law**, Salve Regina University August – December 2018
- Analyzed and interpreted the decisions of English and American Courts as they pertain to the rules and doctrines of substantive criminal law
 - Researched the relationship between education and crime and completed a 12 page literature review
 - Presented research findings for 30 minutes in front of the class and participated in a poster presentation

Additionally, if you have publications, presentations, poster presentations, etc. you would like to include on your resume, you can list these out as citations. The example below is in APA format, but use whatever is common in your field.

PUBLICATIONS AND PRESENTATIONS

- Haas, C. & S. Wyatt** (2019, March). *Higher education and its impact on crime rates in the Northeastern United States*, Poster session presented at the annual SRU Day Research Symposium, Salve Regina University, Newport, RI.
- Amin, N., **Haas, C. & S. Wyatt** (2018, April). The 21st century city and the rise of crime. *Journal of Metropolitan Law*. 14 (5): 64-72. Retrieved from <https://www.metrolaw.com/research/2017-14-5.pdf>

INTERNATIONAL & STUDY ABROAD EXPERIENCE

Similarly to Relevant Coursework, Study Abroad Experiences can be included on your resume in a variety of ways, depending on how much you want to highlight this information for the employer.

EXAMPLE 1 (AS PART OF EDUCATION)

EDUCATION

Bachelor of Arts in Administration of Justice, Minor in English Communications Anticipated May 2020
Salve Regina University, Newport, RI Cumulative GPA: 3.67, Dean's List

Study Abroad January – May 2018
Universidad de los Andes, Santiago, Chile

EXAMPLE 2 (IN ITS OWN SECTION)

INTERNATIONAL EDUCATION

Study Abroad, Universidad de los Andes, Santiago, Chile January – May 2018

- Developed fluency in written/spoken Spanish
- Gained awareness of global legal and political issues through courses on Chilean law and policy
- Researched the relationship between crime and socioeconomic climate in Chile

SKILLS, LANGUAGES, CERTIFICATIONS, ETC

You may want to include technical skills, language skills, training, or certification sections on your resume if your job will require you to call upon a specific skill set. For example, an Accounting major may want to list familiarity with commonly used software platforms such as Microsoft Excel or QuickBooks in a "Computer Skills" or "Software Applications" section. A skills section should not include soft skills such as, "able to work as part of a team" or "highly motivated"; these skills should be included as part of your cover letter or your bullet points. You can title these sections however you would like to tailor them to the position you are applying to.

EXAMPLE

SKILLS & CERTIFICATIONS

Computer: Microsoft Office Suite, Abacus Data Systems AbacusLaw, SPSS
Languages: English (fluent), Spanish (fluent), Arabic (moderate)

Adult and Pediatric First Aid/CPR/AED, American Red Cross, Middletown, RI Expires August 2022

OTHER POSSIBLE SECTIONS

Some additional sections you may consider including on your resume are below, but you are not limited to only these.

CAMPUS INVOLVEMENT, VOLUNTEER WORK, HONORS, AWARDS & ACHIEVEMENTS

EXAMPLE 1 (MORE DETAIL)

CAMPUS INVOLVEMENT

Orientation Leader, Office of Student Activities July – August 2018

- Served as a resource and mentor to 15 students throughout their first year at Salve
- Planned and directed ice-breaker and team-building activities to facilitate interaction between new students

EXAMPLE 2 (LESS DETAIL)

CAMPUS INVOLVEMENT

Vice President, Administration of Justice Club September 2016 – Present
Orientation Leader, Office of Student Activities July – August 2018

CALEB HAAS

Providence, RI | 401-555-8774 | caleb.haas@salve.edu
<https://portfolium.com/calebhaas>

EDUCATION

Bachelor of Arts in Administration of Justice, Minor in English Communications Anticipated May 2020
Salve Regina University, Newport, RI Cumulative GPA: 3.67, Dean's List

Study Abroad January – May 2018
Universidad de los Andes, Santiago, Chile

LAW AND POLICY EXPERIENCE

Grant Policy Advising Intern, Rhode Island Emergency Management, Cranston, RI June 2019 – Present

- Monitor Homeland Security Grant compliance for local Fire, Police, and Public Works Departments by coordinating site-visits and verifying paperwork to ensure grant funded equipment is being utilized properly
- Audit local departments compliance with grant regulation and deliver an auditing report to grant funded departments to complete auditing process
- Collaborated with staff in the completion of a 40 page Policies guidebook completed in July 2015
- Respond to grant policy questions submitted via email and maintain individual department files

RELEVANT COURSEWORK

Criminal Law, Salve Regina University August – December 2018

- Analyzed and interpreted the decisions of English and American Courts as they pertain to the rules and doctrines of substantive criminal law
- Researched the relationship between education and crime and completed a 12 page literature review
- Presented research findings for 30 minutes in front of the class and participated in a poster presentation for Administration of Justice students and faculty

Controversial Legal Issues, Salve Regina University August – December 2017

- Examined current legal issues that have become apparent since 9/11 through readings and class discussion
- Wrote a 20 page research paper focusing on the Patriot Act and the strain between privacy interests and intelligence gathering in a post 9/11 world

CAMPUS LEADERSHIP EXPERIENCE

Vice President, Administration of Justice Club, Salve Regina University September 2016 – Present

- Organize a fundraising event each spring and managed the progress of individual planning committees
- Edit and distribute the club newsletter to members and campus community

Orientation Leader, Office of Student Activities, Salve Regina University July – August 2018

- Assisted in the implementation of orientation programs for first year and transfer students and their families
- Served as a resource and mentor to 15 students throughout their first year at Salve
- Planned and directed ice-breaker and team-building activities to facilitate interaction between new students

VOLUNTEER EXPERIENCE

Volunteer, Court Appointed Special Advocates (CASA), Providence, RI August 2019 – Present

Volunteer, Habitat for Humanity, Salve Regina University January 2018 – Present

ADDITIONAL EXPERIENCE

Waiter, Red Parrot, Newport, RI September 2016 – Present

- Write down or memorize customer food orders and enter them into computer system for transmittal to kitchen staff
- Prepare checks that itemize and total meal costs and sales taxes

SAVING AND SUBMITTING

Most jobs will ask for three separate documents, a resume, a cover letter, and a list of 3-5 professional references. These should be saved as separate files on your computer. Before you submit your documents, you may want to schedule an appointment with someone in the Office of Career Development or stop by during our daily Walk-In Weekday hours to have someone review them. Once your documents are finalized and you're ready to submit your application, be sure to send separate .pdf copies of all of your documents in order to retain your formatting.

EXAMPLE REFERENCE SHEET

CALEB HAAS

Providence, RI | 401-555-8774 | caleb.haas@salve.edu
<https://portfolium.com/calebhaas>

REFERENCES

Mary Sue Smith

Grant Officer & Current Internship Supervisor
Rhode Island Emergency Management
Cranston, RI
401-555-1234
marysue.smith@emi.ri.gov

Dr. Michael Brady, J.D.

Associate Professor of Administration of Justice & Academic Advisor
Salve Regina University
Newport, RI
401-341-3227
michael.brady@salve.edu

Chiquita Baylor

Director of Student Activities & Former Supervisor
Salve Regina University
Newport, RI
401-341-2915
chiquita.baylor@salve.edu



ACTION VERBS

MANAGEMENT/ LEADERSHIP SKILLS			CREATIVE SKILLS		ADMINISTRATIVE SKILLS		
Administered	Established	Overhauled	Acted	Illustrated	Approved	Operated	
Appointed	Executed	Oversaw	Adapted	Initiated	Arranged	Organized	
Approved	Generated	Planned	Combined	Instituted	Classified	Prepared	
Assigned	Handled	Presided	Composed	Integrated	Collected	Processed	
Attained	Headed	Prioritized	Conceptualized	Introduced	Compiled	Recorded	
Authorized	Hired	Produced	Condensed	Invented	Dispatched	Retrieved	
Chaired	Hosted	Recommended	Created	Modeled	Executed	Screened	
Considered	Improved	Reorganized	Customized	Modified	Generated	Specified	
Consolidated	Incorporated	Replaced	Designed	Originated	Implemented	Systemized	
Contracted	Increased	Restored	Developed	Performed	Inspected	Validated	
Controlled	Initiated	Reviewed	Displayed	Photographed	Monitored		
Converted	Instituted	Scheduled	Entertained	Planned	TECHNICAL SKILLS		
Coordinated	Led	Secured	Established	Revised	Adapted	Operated	
Decided	Managed	Selected	Fashioned	Revitalized	Applied	Overhauled	
Delegated	Merged	Streamlined	Formulated	Shaped	Assembled	Printed	
Developed	Motivated	Strengthened	Founded	Solved	Calculated	Programmed	
Directed	Navigated	Supervised	RESEARCH SKILLS		Computed	Rectified	
Enforced	Organized	Terminated	Analyzed	Inspected	Conserved	Regulated	
Enhanced	Originated		Clarified	Interviewed	Constructed	Remodeled	
ORGANIZATIONAL SKILLS			Collected	Invented	Converted	Repaired	
Approved	Incorporated	Registered	Compared	Investigated	Debugged	Replaced	
Arranged	Inspected	Reserved	Conducted	Located	Designed	Restored	
Catalogued	Logged	Responded	Critiqued	Measured	Determined	Solved	
Categorized	Maintained	Reviewed	Detected	Organized	Developed	Specialized	
Charted	Monitored	Routed	Determined	Researched	Engineered	Standardized	
Classified	Obtained	Scheduled	Diagnosed	Reviewed	Fabricated	Studied	
Coded	Operated	Screened	Evaluated	Searched	Fortified	Upgraded	
Collected	Ordered	Submitted	Examined	Solved	Installed	Utilized	
Compiled	Organized	Supplied	Experimented	Summarized	Maintained	TEACHING SKILLS	
Corrected	Prepared	Standardized	Explored	Surveyed	Adapted	Guided	
Corresponded	Processed	Systemized	Extracted	Systematized	Advised	Individualized	
Distributed	Provided	Updated	Formulated	Tested	Clarified	Informed	
Executed	Purchased	Validated	Gathered		Coached	Instilled	
Filed	Recorded	Verified			Communicated	Instructed	
Generated			HELPING SKILLS		Conducted	Motivated	
			Adapted	Facilitated	Coordinated	Persuaded	
			Advocated	Familiarized	Critiqued	Simulated	
			Aided	Furthered	Developed	Stimulated	
			Answered	Guided	Enabled	Taught	
			Arranged	Helped	Encouraged	Tested	
			Assessed	Insured	Evaluated	Trained	
			Assisted	Intervened	Explained	Transmitted	
			Clarified	Motivated	Facilitated	Tutored	
			Coached	Prevented	FINANCIAL SKILLS		
			Collaborated	Provided	Administered	Estimated	
			Contributed	Referred	Adjusted	Forecasted	
			Cooperated	Rehabilitated	Allocated	Managed	
			Counseled	Represented	Analyzed	Marketed	
			Demonstrated	Resolved	Appraised	Measured	
			Diagnosed	Simplified	Assessed	Planned	
			Educated	Supplied	Audited	Prepared	
			Encouraged	Supported	Balanced	Programmed	
			Ensured	Volunteered	Budgeted	Projected	
			Expedited		Calculated	Qualified	
					Computed	Reconciled	
					Conserved	Reduced	
					Corrected	Researched	
					Determined	Retrieved	

Modified from http://www.quintcareers.com/action_skills.html

