

# RESUME Quick Guide

## What is a resume?

Your resume is a summary (the big picture) of your competencies and experiences, both paid and unpaid. You may have one or two versions of your resume, but you'll have a customized cover letter for each position. It's a marketing tool that shows how you meet an employer's needs.

## Education

For current students or recent alumni, the education section should come first, with the most recent education listed first.

- Your institution and location
- Your degree and major(s), minor(s)
- Expected graduation date

*Optional:* study abroad programs, previous institutions, high school, relevant courses, GPA

*Consider:* What do these facts demonstrate about you? What and how does it add to your candidacy?

## Experience

Don't just *te//* the employer your responsibilities - communicate your accomplishments and transferable skills. Include full or part time work, summer jobs, internships, research, academic projects, campus leadership, volunteer opportunities, etc. You can highlight different themes that are relevant to the role (e.g., Research, Leadership, Volunteer, Community Engagement).

- List experiences in reverse chronological order within each section (most recent first)
- Include name and location of the organization where the position took place & the title of your role
- Include start and end date (month/year). If it is ongoing, list your end date as "to present"
- Describe your experience in accomplishment statements (bullet points) using this method:

**Action Verb + Accomplishment + Method**  
(+details + context + results if applicable)

*Also known as ...*

**Action Verb + What you did + How you did it**  
(+ details! + what was the impact?)

## Skills

List relevant skills -- these might range from technical skills, like expertise using a digital tool, to experience-based skills like project management or database design. This section can also include certifications, languages, etc. As this section grows, you may divide it into several distinct skills sections like Software, Language, Lab Skills, Design Skills, etc.

# RESUME Sample

## Is your resume ...

- Easy to read with a simple, clean typeface?
- 10 - 12 pt. type and 1/2 in. margins?
- Consistently formatted?
- Error free (grammar & spelling)?
- Devoid of personal pronouns (I, me, my, we)?
- Concise? Reverse chronological?
- Tailored to the opportunities you are seeking?

## NAME

Phone number | Tufts email | LinkedIn URL (if applicable)

### EDUCATION

**Tufts University**, Medford, MA Expected May 20XX  
Bachelor of Arts in Psychology; Minor in American Studies  
**Relevant Coursework:** Critical Education Policy, Observing Education Theory in Action, Social Psychology

### WORK EXPERIENCE

**Happy Valley Summer Camp**, Saratoga Springs, *Camp Counselor* May 20XX–Aug 20XX

- Planned, coordinated, and executed activities while guiding 20 middle school campers in personal growth and daily living skills
- Directed and supervised campers both in their living unit and during activities while championing program initiatives and camp mission, providing leadership and acting as a role model
- Safeguarded personal property, camp equipment, and facilities
- Planned and hosted end of summer bonfire by securing fire permit and materials and teaching safe bonfire procedures to campers

**Hudson Valley YMCA**, Saratoga Springs, *Teen Mentor* May 20XX–Aug 20XX

- Facilitated small group discussions about issues such as dating, fitness, education, and alcohol and drug awareness to promote a healthy, people-centered approach to safety and harm reduction
- Contributed to and participated in training program and weekly meetings with YMCA staff to strengthen group facilitation skills

**Serenity Housing**, Ballston Spa, NY, *Receptionist* Jan 20XX–Aug 20XX

- Provided warm and attentive customer service by greeting clients and answering phone calls in a high-volume sales office
- Reviewed office databases to update and improve current file

### LEADERSHIP

**Psychology Club**, Saratoga Springs High School, Vice President Sept 20XX–Jun 20XX

- Moderated 25-member weekly meetings by keeping track of time, taking notes, and announcing agenda items
- Coordinated monthly one-time volunteer opportunities for members by partnering with local community organizations, including those offering meals for the homebound and hygiene kits for homeless individuals
- Organized speaker series by researching local psychology professors to talk with our group and share insights about their research

### SKILLS

Computer: MS Excel, PowerPoint

Language: Proficient in Spanish

Certifications: CPR, First Aid

## Does your resume ...

- Communicate relevant skills & experience using keywords from the job description where appropriate?
- Use action verbs and results-oriented language to describe your experience?
- Demonstrate your strongest qualifications and competencies near the top of the page or section?
- Display on the screen -- as a PDF -- without formatting errors?