

## RESUME WRITING FOR FIRST YEAR STUDENTS

*(Yes, you do need a resume when you are a first year student!)*

Job seeking on Seton Hill University's campus will require you to develop a resume. In the past, the job search process was more informal and often a completed application was all that was required to apply for a job opening. As a first year student, you will need a resume to apply. If you have never developed a resume before, then the following advice and examples are for you. Even if you have developed a resume (many do in high school), you may want to make sure it has transitioned to a college-level resume, again by using the following information.

By beginning your resume now, you will have the basis to update your resume with new experiences. Hence, you will have it ready when the time comes for you to submit a resume for a volunteer position, internship opportunity, or when it is time to apply to graduate school or look for a job.

Remember to stop by the CareerWorks office to schedule an appointment with your Career Advisor sometime during your first year. You will want to bring your resume to that appointment to have it professionally critiqued, and also for advice on developing a competitive resume during the time that you are working on your undergraduate degree.

### Ten Resume Tips:

1. Brainstorm! Before writing a resume, create a list of everything you have accomplished: education, employment, activities, volunteer experiences, and leadership roles.
2. Answer the question "who is my audience?" when composing the resume. Information included on the resume should pertain to your audience and what they want to know.
3. Keep the length of your resume to one page, and use an 11 or 12-point font (nothing smaller).
4. Avoid using templates. If you have never written a resume before, the attached samples are useful guidelines. However, it is in your best interest to design your resume from scratch. Doing so allows you to develop a resume that best suits your unique background and goals.
5. Organize categories in order of importance.
6. List experiences in reverse chronological order within each category, beginning with the most recent. For example, your current or most recent job will be listed first in the Employment category.
7. Describe duties and responsibilities using keywords and short sentence fragments.
8. Be honest! Any material on a resume is fair game for questions during an interview.
9. Avoid using fancy fonts or graphics to mask lack of experience.
10. Have someone review and proofread your resume! Remember that your Career Advisor can also provide feedback and suggestions to help enhance your first resume.

With these tips in mind, you are now ready to create your resume. Use the resume samples at the end of this document as guidelines. Notice the variety of information presented: part-time jobs, volunteer experience, and campus activities. In order to develop a well-rounded resume, it is essential to get involved on campus right from the beginning of your college years.

## QUICK DO'S AND DON'TS OF RESUME WRITING

### DO...

- Keep it simple and easy to read
- Include your name and page 2 on the second page of two-page resumes
- Keep dates low-key by placing them on the right side of the page
- Use months and years (May 2003 - January 2006) rather than specific dates (7/1/04 – 12/30/06)
- Use **bold**, underlining, and CAPITALIZATION for emphasis
- Use action verbs to begin statements
- Eliminate unnecessary words. Avoid using “I,” “responsible for,” and “duties included”
- List GPA if above 3.0. You may also list your major GPA if it is above a 3.0 and your cumulative GPA is not
- Use a professional font such as Times New Roman or Arial (point 11 or 12)
- Use a high quality paper in white, cream, or light gray
- Keep your resume up-to-date. Make changes and additions every 6 months and as needed
- Remove high school information as you begin to accumulate college-level experiences
- Determine the headings for your resume according to your unique skills and accomplishments
- Include a cover letter as a way to target your skills and accomplishments to the position for which you are applying (A cover letter should ALWAYS accompany your resume unless otherwise noted by the employer)
- Save your resume and send as a PDF to avoid formatting errors
- Make an appointment with your CareerWorks Career Advisor for a quick resume review

### DON'T...

- Use templates—create your own Word document
- Write the word “Resume” at the top of the page
- List every activity and job you ever had - focus on jobs and experiences that relate to your current goal
- Write sentences. Instead, write bulleted statements that provide proof of your skills
- Copy another person’s resume--the best resumes are unique
- Use “etc.”
- Reveal salaries, names of supervisors, or references on your resume
- Mention political or religious affiliations without good reason
- Print your resume back-to-back
- Be cute and fancy with your format and layout
- Overlook community, volunteer, and campus activities
- Have typos, spelling or grammatical errors. These will remove your resume from consideration
- Include references on your resume

## First Resume Builder: Fill in your information in each section to develop your first resume

**Contact Information:** Name, address (home and campus/local if applicable), telephone number (include area code), professional email address.

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**Job Objective:** Describe briefly and clearly the type of work you are seeking and the skills you have to offer and build upon.

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**Education:** Name of institution, expected degree if known (degrees may be written out and not abbreviated), year of expected graduation, field of study or relevant courses. Refer to any special training in addition to formal education.

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**Experience:** Name and describe paid employment, internships, summer jobs, field study, and/or project work. (Project work can also be listed under "Education" or under a separate section such as: "Academic Experience" or "Project Work"). Traditional resume formats begin with the present/most recent position and record information in reverse chronological order:

Employer Name, City, State/Location  
Job Title/Position, Dates of Employment

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Experience and skills related to this position

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Employer Name, City, State/Location  
Job Title/Position, Dates of Employment

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Experience and skills related to this position

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**Additional Skills:** Refer to any distinct skills of interest to a potential employer such as computer skills and foreign language proficiencies.

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**Honors:** Special Awards, Dean's List, and Scholarships

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**Activities:** Campus/Community Activities, Leadership and Volunteer Positions (can also be listed under "Experience" if relevant to objective).

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**Stu Dent**  
100 Main Street  
Boston, MA 01250  
555-555-5555  
name@email.com

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<b>OBJECTIVE</b>	Seeking an on-campus work-study position	
<b>EDUCATION</b>	<b>Seton Hill University</b> Bachelor of Arts in Business Administration	Greensburg, PA May 2016
<b>RELEVANT COURSEWORK</b>	Principles of Accounting I Principles of Finance	International Business Introductory Statistics
<b>EXPERIENCE</b>	<div><b>Boston Bank</b> Bank Teller Boston, MA May – Aug. 2012<ul style="list-style-type: none"><li>Assisted customers with daily transactions including deposits, withdrawals and account queries</li><li>Managed documents relating to changes and updates within the Boston Bank System</li></ul></div> <div><b>Sylvan Learning Center</b> Tutor Boston, MA June – Aug. 2011<ul style="list-style-type: none"><li>Assisted 20 students with advanced algebra</li><li>Worked approximately 30 hours per week</li></ul></div> <div><b>City Soccer League</b> Soccer Referee Boston, MA May – July 2011<ul style="list-style-type: none"><li>Organized and refereed matches for 8-11 year olds playing in the city soccer league</li></ul></div>	
<b>LEADERSHIP AND SERVICE</b>	<div><b>National Honor Society</b> Treasurer Boston, MA Sept. 2010 – Sept. 2011<ul style="list-style-type: none"><li>Managed a \$2,000 budget for the organization</li><li>Kept track of all receipts and expenses</li></ul></div> <div><b>Boston Children's Hospital</b> Volunteer Boston, MA Sept. 2008 – April 2012<ul style="list-style-type: none"><li>Performed over 200 hours of community service</li><li>Assisted visitors to the hospital with questions</li></ul></div>	
<b>SKILLS</b>	<b>Computer:</b> Advanced knowledge of Microsoft Office (Word, Excel, PowerPoint) <b>Languages:</b> Conversant in Spanish and French <b>Operating Systems:</b> Windows XP/Vista, Mac OS	

## **Jenn Edd**

709 Elmery Drive  
Erie, PA 16506  
**(555) 555-5555**  
name@email.com

## **OBJECTIVE**

To obtain a summer internship with Teach for America

## **EDUCATION**

**Seton Hill University**, Greensburg, PA,  
Bachelor of Arts in Elementary Education, May 2016

## **COMPUTER SKILLS**

MS Word, PowerPoint, and Adobe InDesign

## **LEADERSHIP**

President, Student Government, East Senior High School, April 2011 – March 2012

- Organized efforts to sponsor series of speakers from local government offices. Enacted changes in election procedures
- Worked closely with school administrators in helping students cope with death of a student

## **EXPERIENCE**

Volunteer, Hamot Medical Center, Erie, PA, October 2009 – January 2012

- Served as Candy Striper at local hospital for several years during high school; volunteered in admissions over college breaks
- Helped orient patients and assisted them in locating appropriate hospital departments

Temporary Assistant, Gentiva Home Health Services, Erie, PA, June – July 2011

- Assigned healthcare workers to elderly at city-funded healthcare agency
- Organized workers for job placement with various clients
- Performed general office tasks as necessary

Team Member, Burger King, Erie, PA, January 2010 – August 2010

- Assisted hundreds of patrons daily at fast food restaurant
- Interacted effectively with the public
- Recognized by former supervisors as being outgoing and friendly

## **HONORS AND ACTIVITIES**

Seton Hill University Student Government, Freshmen Representative  
Seton Hill University Education Club, Member  
National Honor Society, East Senior High School, 2009