

# Career Planning Center



## RESUME WRITING

### CAREER PLANNING CENTER

Aloysius P. Kelley, S.J. Center

(203) 254-4081

www.fairfield.edu/cpc

CPC@fairfield.edu

@FairfieldCPC

### RESUME

The resume is a focused summary of your education, work experience, volunteer experience, and overall skills. It should give employers a sense of **who** you are and **what** you are capable of doing. There are many styles of resumes and we have included some samples in this handout. A Career Planning Center counselor is available to check your resume, whether during our walk-in career advising hours or during a scheduled appointment. For an appointment call (203) 254-4081.

### BASICS

- Make it concise and easy to read; it may only be screened for 5 - 10 seconds.
- Use brief action verb phrases, rather than complete sentences.
- Incorporate key words from your major and career field.
- Try to be results-oriented in your descriptions; quantify when possible.
- Avoid personal pronouns (“I,” “me,” etc.) and do not say “responsible for”!
- Avoid using a resume template; create your document from scratch.
- Use a font size of 11 - 12 points.
- Use a font style that is conservative - Arial, Times New Roman, Calibri, or Cambria.
  - \* If you **know** a company is looking for creative, unconventional candidates than you have more flexibility.
- Have well-organized headings/presentation that encourage readability.
- Highlight some parts of your resume with bolds and italic but don't overdo it.
- Use a balance of blank space and margins and don't try to cram it on a page.
- Check spelling and grammar for errors. It must be **perfect!**
- Use resume paper, not white copier paper.
- If resume is to be e-mailed, be sure to make it a PDF before sending.
- One page resume; two pages only in rare instances. Speak with a counselor if you need clarification.

## SECTIONS OF A RESUME

**HEADING:** Name, list your full name, your present and permanent address, phone number, and one e-mail address. Do not use an e-mail that is unprofessional. **Example: Do not use SoccerScott22@yahoo.com, rather use SSmith@fairfield.edu.**

### Cathleen Borgman

Cborgman@fairfield.edu

Fairfield University  
1073 North Benson Road  
Fairfield, CT 06824

142 Resume Drive  
Somewhere, CT 06623  
(203) 666-6666

**OBJECTIVE:** The objective is **optional!** If you are unclear about your career goals, you probably should not include an objective on your resume as it could serve to limit your opportunities.

**EDUCATION:** Name of degree-granting institution, specific degree and date received (month & year), major, minor or concentration, and grade point average (if it is 3.0 or higher). If you traveled abroad, list it in the education section. Do not say “Anticipated Graduation: May 2015,” just say “May 2015”.

### Fairfield University

Bachelor of Science  
Double Major: Finance and Information Systems  
GPA: 3.3

### Fairfield, CT

May 2015

### Florence University of the Arts

Study Abroad

### Florence, Italy

Spring 2014

**EXPERIENCE:** This is where you want people to see **what you have done** and the **skills** you have used in performing those jobs. Reflect on all of your part-time, summer and full-time jobs, internships, senior project, class projects, labs, military, and extracurricular leadership experiences. Experiences can be grouped in many categories: “Relevant,” “Leadership,” “Employment,” “Volunteer,” etc. A CPC counselor can assist you in building an effective and strong section! If the job you are applying for has a job description, make sure your resume shows how you are qualified for the position.

**OTHER CATEGORIES:** Professional certification and/or licensure, affiliations or professional associations, computer skills (systems and/or languages), technical or laboratory skills, leadership, and bilingual language abilities.

**REFERENCES:** Put all references on a separate sheet. For each name, include their title, organization/company, address, e-mail, and telephone number. Be sure to request permission to use the person as a reference.

### Example:

**Ms. Carey Bradshaw**  
Editor, Suncoast Publications  
27 Oakland Parkway  
New York, NY 10004  
508-269-1378  
cbradshaw@suncoast.com

## SCIENCE MAJOR

### SAM YULE

Syule@fairfield.edu

Fairfield University  
1073 North Benson Road  
Fairfield, CT 06824

5693 Earthy Drive  
Denver, CO 80203  
330-444-4444

## EDUCATION

---

**Fairfield University**, Fairfield, CT May 2015  
Bachelor of Science, Chemistry GPA: 3.65  
*Course Highlights:* General Chemistry, Organic Chemistry I, II, Analytical Chemistry  
Calculus-based Physic, Calculus I, II, Cellular and Molecular Biology  
*Instrument Knowledge:* NMR Spectrometer, IR Spectrometer, UV-Vis spectrometer (single and double beam), fluorimeter, and gas chromatographer

## EXPERIENCE

---

**USGS, National Water Quality Lab**, Lakewood, CO Summer 2014  
*Lab Technician*

- Operated Spectrophotometer (UV-visible and diode array)
- Analyzed samples on Turner Design Fluorometer following USGS QA/QC Guidance, GLP techniques, and EPA Methods
- Utilized separatory funnels, nitrogen evaporator with regulator, turbo evaporator, hoods, centrifuge, muffle furnace, vacuum drying oven, and balances
- Operated Star Lims IS with Excel Wedges
- Prepared and verified standards, from Neat, for calibration of HPLC and Turner Design Fluorometric Instruments
- Trained on HP 1090 liquid chromatograph
- Managed data updates for new review packets and archived old data

**Fairfield University Chemistry Laboratory**, Fairfield, CT Fall 2013- Spring 2014  
*Teacher's Assistant*

- Prepared and taught lab incorporating lecture and text content
- Trained 20 students with laboratory apparatus
- Graded papers, laboratory reports and proctored quizzes

**Connecticut Division of Wildlife**, Bridgewater, CT Summer 2013  
*Field Intern*

- Constructed and restored point habitats for small mammals, fish, and aquatic plants
- Analyzed water and other factors from an anoxic pond to identify imbalance
- Recorded data and wrote reports summarizing data used by supervisor for grant applications

## ADDITIONAL INFORMATION

---

*Computer Skills:* Microsoft Word, Excel, Publisher, Access, Adobe Photoshop, SPSS  
American Chemical Society  
Science Tutor, Thomas Jefferson High School, Bridgeport, CT  
Mission Volunteer, Kentucky

## NURSING MAJOR

### FLORENCE NIGHTINGALE

florence.nightingale@student.fairfield.edu

Fairfield University  
1073 North Benson Road, Box 000  
Fairfield, CT 06824

10 Healthy Street  
Shelton, CT 06484  
(203) 255-0000

## EDUCATION:

**Fairfield University** Fairfield, CT May 2015  
Bachelor of Science, Nursing  
*Nursing GPA:* 3.7 *GPA:* 3.4  
*Honors:* Dean's list, St. Margaret's Hospital Scholarship  
NCLEX Certification July 2015

## CLINICAL EXPERIENCE:

**Greenwich Hospital: NICU and Labor and Delivery** Greenwich, CT  
*Transition: Professional Nursing Practice*

- Handle full-time care of sick and premature infants in need of specialized care
- Perform vitals, feedings and changings, phototherapy, and CPAP
- Care for obstetric women requiring fetal monitoring assessment
- Prepare women for delivery and perform postpartum examination and treatment on mother and baby

**Yale New Haven Hospital: Medical/Surgical I & II** New Haven, CT  
**Danbury Hospital: Maternity Nursing and Pediatrics** Danbury, CT  
**VA Hospital: Geriatric Nursing** West Haven, CT  
**Greater Bridgeport Mental Health Center: Mental Health** Bridgeport, CT

## EXPERIENCE:

**Danbury Hospital** Danbury, CT  
*Student Nurse Intern* May - August 2014

- Assisted with patient care on a general medical unit
- Filed patient records, answered phones, and monitored hospital inventory
- Communicated lab results between physicians and nurses

**Fairfield University Office of Residence Life** Fairfield, CT  
*Residence Assistant* September 2012 – May 2014

- Collaborated with 8 staff members to provide a quality experience for 300+ residents
- Assisted a floor of 40 first-year residents with their transitional, social and academic issues
- Participated in intensive diversity, resource and skills-based training
- Advised and referred students based on academic, social and health-related needs

**Shelton Animal Hospital** Shelton, CT  
*Veterinarian's Assistant* May - August 2013

- Scheduled appointments and assisted in examination of animals
- Performed laboratory tests and provided animal care and assisted in surgery

## ADDITIONAL INFORMATION:

Proficient in reading EKG Tracings and written and oral Spanish  
Student Nurses Association, *Member*  
Soup Kitchen, *Volunteer*  
Intramural Women's Basketball, *2014 Champions*

## ENGINEERING MAJOR

### JED I. KNIGHT

Jknight@fairfield.edu

Fairfield University  
1073 North Benson Road  
Fairfield, CT 06824

53 Yoda Drive  
Space, MA 80203  
330-444-4444

#### EDUCATION

##### Fairfield University

Bachelor of Science: Electrical Engineering  
Minor: Philosophy  
GPA: 3.2      Engineering GPA: 3.5

Fairfield, CT  
May 2016

#### COURSE HIGHLIGHTS

Signals & Systems, Analog/Digital Circuits and Systems, and VLSI System Design

#### COMPUTER SKILLS

Platforms: Windows, Unix, Macintosh  
Software: MS Word, Excel, PowerPoint, AutoCAD 14, Sigma Plot  
Languages: C, C++, Basic, HTML, JavaScript, Perl, Motif, CGI

#### EXPERIENCE

##### Sikorsky Aircraft

Intern

Milford, CT  
Fall 2014 - Present

- Assist in designing D/A converters, active filters and digital logic
- Handle support tests on Analog Signal Conditioner
- Work with managers to design support tests for digital display indicators

##### Fairfield University

School of Engineering Advisory Committee  
Student Representative

Fairfield, CT  
Fall 2012- Present

- Represent engineering students with faculty and administrators on academic issues
- Work with the Dean, Academic Vice President and Board of Trustees to evaluate electrical models for new construction projects on campus

##### Fairfield University Student Association (FUSA)

Vice President Government Operation

April 2014- Present

- Supervise a group of nine students to perform their Cabinet duties
- Oversee publicity and advertising for all campus activities
- Organize student telephone directory
- Serve as office manager for student government offices
- Work to promote greater enthusiasm for on-campus activities

#### ADDITIONAL INFORMATION

Engineering Student Society (ESS)  
Hunger Clean-up Volunteer  
Conversant in Spanish

## ACCOUNTING MAJOR

### MYA FIRSTJOB

1073 N. Benson Rd Box 361 · Fairfield, CT 06824  
(508) 555-5555 · Mfirstjob@student.fairfield.edu

#### EDUCATION

150 READY: May 2017

##### Fairfield University, Bachelor of Science: Accounting

Dean's List 2006 - Present · Honors Program  
GPA 3.75

Fairfield, CT

May 2016

#### WORK EXPERIENCE

##### DiMenna-Nyselius Library – Fairfield University

Circulation Librarian (15hrs/wk)

Fairfield, CT

September 2012 - Present

- Assist students and professors to locate research material
- Organize the facility
- Aid full-time employees with the daily operations of the library
- Operate the library's computers and research engines

##### Entertainment Management Corporation

Supervisor (Summer – Full Time; School year – 20 hrs/wk)

Stamford, CT

June 2013 - August 2014

- Supervised the operations of a ten theatre complex and helped manage a staff of 50 employees
- Handled revenue deposits (on average, \$15,000 daily)
- Utilized strong interpersonal skills with customers on a daily basis
- Assisted in hiring and training staff members

#### LEADERSHIP EXPERIENCE

##### Fairfield University Student Association (FUSA)

Co-Director of Special Events

Fairfield, CT

September 2012 - Present

- Worked with many agents and hotels to negotiate prices and to create successful events
- Maintained records of financial standing and budgeted money (Budget = \$47,000) for upcoming projects and events
- Participated in leadership training throughout the year

General Committee Member

September 2010- 2012

##### Fairfield University, LEAD 101

Participant

Fairfield, CT

Spring 2013

- Participated in a semester-long seminar in order to develop a personal leadership philosophy through values exploration, leadership identity development, and reflective practice
- Learned the process of leadership development through leadership theories and models

##### Christian Leadership Institute (CLI)

Youth Team Leader

Chatham, MA

Summer 2012

- Served as a team leader in workshops on topics such as the art of leadership, communication skills, leadership styles, group dynamics, and planning skills

#### ADDITIONAL INFORMATION

Fluent in French  
Fairfield University Tour Guide & Prospective Student Host  
Participant in the Hunger Clean-Up Program  
Intramural Tennis (Champion 2011)

# ACTION VERBS

<b>MANAGEMENT SKILLS</b>	formulated influenced interpreted lectured mediated moderated motivated negotiated notified persuaded promoted publicized reconciled recruited referred spoke translated wrote	uncovered valued verified	<b>FINANCIAL SKILLS</b>	clarified coached counseled demonstrated diagnosed educated expedited facilitated familiarized guided nursed referred rehabilitated represented supported
administered analyzed assigned attained chaired contracted consolidated coordinated delegated developed directed evaluated executed insured integrated improved increased launched led organized oversaw planned prioritized produced recommended reviewed secured scheduled spearheaded streamlined strengthened supervised	<b>RESEARCH SKILLS</b> analyzed clarified collected critiqued diagnosed estimated evaluated examined extracted gathered identified inspected interpreted interviewed investigated located measured monitored organized rendered reviewed studied summarized surveyed tracked	<b>TECHNICAL SKILLS</b> assembled built calculated computed designed devised engineered fabricated integrated maintained operated overhauled programmed remodeled repaired solved trained upgraded	<b>ADMINISTRATIVE DETAIL SKILLS</b> approved arranged catalogued classified collected compiled dispatched executed generated implemented inspected monitored operated organized prepared prioritized processed recorded retrieved screened sorted specified summarized systematized tracked updated upgraded utilized validated verified	allocated analyzed appraised audited balanced budgeted calculated computed developed forecast managed marketed modeled planned projected researched quoted
addressed arbitrated arranged authored corresponded developed directed drafted edited enlisted	diagnosed estimated evaluated examined extracted gathered identified inspected interpreted interviewed investigated located measured monitored organized rendered reviewed studied summarized surveyed tracked	<b>TEACHING SKILLS</b> adapted advised clarified coached communicated coordinated developed enabled encouraged evaluated facilitated guided graded informed initiated instructed persuaded set goals stimulated tutored	<b>CREATIVE SKILLS</b> acted conceptualized created designed developed directed established entertained fashioned illustrated instituted integrated introduced invented originated planned revitalized scripted sketched shaped	<b>HELPING SKILLS</b> assessed assisted

Adapted, enlarged list inspired by Employment Development Department of Palo Alto, CA.

## GENERAL RESUME

This resume would apply to most majors, see CPC Counselor if you need assistance.

## LOU SERMIND

123 Hireme Rd. • Rye, NY 10603 • (914) 555-1212 • Lsermind@fairfield.edu

### EDUCATION

**Fairfield University** **Fairfield, CT**  
Bachelor of Science May 2015

*Major:* Marketing *Minor:* English

GPA: 3.3 Marketing GPA: 3.6

*Course Highlights:* Persuasive Writing, Marketing Management, Consumer Behavior, Promotional Strategies, International Marketing, Writing and Selling the Magazine Story

**National University of Ireland, Galway** **Galway, Ireland**  
Study Abroad Spring 2014

### EXPERIENCE

**RDW Group Inc.** **Fairfield, CT**  
*Public Relations Intern* September 2014 - Present

- Assist in planning the Symposium for Blue Cross Blue Shield of Rhode Island
- Prepare press kits for various clients in the entertainment and tourism industries
- Write press releases highlighting clients' special events
- Manage the RDW Group Facebook and Twitter accounts to increase digital presence

**Independent Marketing and Event Group** **Stamford, CT**  
*Marketing and Event Intern* September 2013 - May 2014

- Generated sales and marketing PowerPoint presentations for new and existing clients by analyzing data using CMR and Simmons marketing tools
- Supported event managers in the development, preparation, and production of all Sales and Marketing events
- Researched new clients for account managers

**J.Crew** **Trumbull, CT**  
*Sales Associate* September 2012 - May 2014

- Assisted customers with purchases and clothing selection
- Maintained inventory and monitored delivery of new merchandise
- Exceeded sales goals consistently, resulting in four valuable employee awards
- Trained 4 employees in customer services, cashier duties, and inventory responsibilities

**Café Yummy** **Port Chester, NY**  
*Server* Summer 2012

- Utilized strong interpersonal skills to increase sales volume
- Built and maintained relationships with guests and management
- Handled cash and credit card revenue with efficiency

### ADDITIONAL INFORMATION

Proficient in MS Office (Word, Excel, PowerPoint, and Publisher)

Inter-Residential Housing Association Representative, Gonzaga Hall

Special Olympics Volunteer