**FIRST AND LAST NAME**

**Phone**: (xxx) xxx-xxxx | **Email**: [firstname.lastname@hws.edu](mailto:firstname.lastname@hws.edu)

**LinkedIn: insert your URL here**

**EDUCATION**

**Hobart and/or William Smith Colleges (HWS),** Geneva, NY Anticipated Month Year

Bachelor of Arts in major - *list double major on 2 separate lines* **GPA if above 3.0**

Minor:

**International University**, City, Country Semester Year

* Spent the semester studying abroad…Add a bullet if your studies are relevant to the opportunity you are applying for

**AWARDS AND HONORS**

Ex: Dean’s List, Athletic Honors, Scholarships, etc. (list most recent first) Date

**RELEVANT COURSEWORK**

List all title of courses horizontally separated by commas and are relevant to opportunity you are applying for-you do not need to include the course numbers

**EXPERIENCE**

**Organization,** *Position Title,* City, State Date

* Duty, responsibility or accomplishment- *Start with action verb- think about what you did and what the skills you used that the employer is looking for and why you made an impact; quantify when possible*
* Another task

**Organization,** *Position Title*, City, State Date

* Task
* Task

**NCAA** *(if applicable)*

**Athletic Involvement** Date

**EXTRACURRICULAR ACTIVITIES**

**Club** Date

**Volunteer Opportunities** Date

**SKILLS, INTERESTS AND CERTIFICATIONS -*List what you are proficient in. These categories are optional***

Languages:

Computer Skills:

Lab Skills/Research Skills:

Art/ Photography/ Video Skills:

Social Media Platforms:

Certifications (Ex: CPR, AED, etc.), Date

\*Other headers could include: *Research*, *Academic Projects.* *Leadership Opportunities, Volunteer Experiences or NCAA Experience.*

***It’s Not about What You Want to Write and Say- It’s About What They Need and Want to Read***

**Your resume’s job is not to get you a job. It’s to get you an interview, a screening call or get someone to forward your resume to someone who has hiring power.**

**RELEVANT, RECENT and TARGETED MARKETING TOOL**

***ONE PAGE- UNIQUE TO EACH OPPORTUNITY-*Is your resume easy to read?**

* **Jobs, awards, activities should all be in Reverse Chronological Order – most recent first**
* **Living document-will change with your experiences and what the employer is looking for**
* **Clearly presents your past and current experiences and accomplishments**
* **High school clubs, extracurricular experiences come off after sophomore year, keep relevant paid experiences and internships though**
* **Consistency throughout- font size (10.5- 12), color (black), minimal line use**
* **No typos or grammatical errors**

*Use the below information to help you generate your bullets- Difference between good and competitive!*

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Action Verb +** |  | **What You Did +** |  | **Additional Descriptive Information/Results** |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Begin with a strong action verb. [List of action verbs](http://drive.google.com/file/d/0Bw1_XuY4iGLrNnBZWEMzWmF3eXAtR2F6T1ZMYmpqNlVtSmh3/view?usp=sharing) sorted by skill categories to avoid using common verbs. |  | This is a brief statement of the task, duty or responsibility. Quantify what you did.  Not the central focus of your bullet point. |  | Go beyond telling what you did and describe how and why you did it? When/how often? What did you accomplish? What was the result or outcome of your work? What was the impact? | |  |
| EXAMPLES: |  |
| |  |  |  | | --- | --- | --- | | **Before** |  | **After** |  |  |  |  | | --- | --- | --- | | Responsible for data entry | → | Accurately entered data into Baseline using strong attention to detail to update alumni contact information after yearly alumnae survey |  |  |  |  | | --- | --- | --- | | Provide after school tutoring support | → | Tutored approximately 10 students at the local Boys & Girls Club twice a week while constantly assessing each student’s needs in order to structure instruction appropriately |  |  |  |  | | --- | --- | --- | | Managed student organization website | → | Managed, updated, and developed website using HTML and CSS in order to maintain consistent and reliable communication with organization members | |  |  |  |  |