OFFICE OF CAREER & LEADERSHIP DEVELOPMENT
Resumes

What is a resume?
- A self-marketing tool that summarizes relevant education, experience, skills, and accomplishments

Formatting Basics
- No "absolute" way to write a resume – the key is to be consistent in format and style.
- Prepare in Microsoft Word but only send in pdf.
- Font size should be 10 – 12 point and easy to read.
- 1 – 2 pages long, 0.5 to 1 inch margins on all sides.
- If longer than 2 pages, list first name, last name and page number (i.e. 1 of 2, 2 of 2) at bottom of the page.
- Print on watermarked paper of neutral color.

Header (1st page only)
- Your name should be bold and a larger size than the rest of the text.
- On the next line include: phone number, email address, LinkedIn URL and your current location.
  Including your street address is optional:
    - Including your street address may allow employers to pre-judge you based on the socio-economic/ethnic/racial makeup of your neighborhood.
    - If you live far from the job site, employers may assume you will not be punctual.
    - Some employers prefer to see a street address as it communicates that you already reside in the local area

  To customize your LinkedIn URL:
    1. Move your cursor over Profile at the top of your homepage and select Edit Profile.
    2. You'll see a URL link under your profile photo like www.linkedin.com/in/yourname. Move your cursor over the link and click the settings icon next to it.
    3. Note: "Update your public profile settings" will show up if you don't have a public profile. Learn how to enable your public profile.
    4. Under the your public profile URL section on the right, click the Edit icon (pencil) next to your URL.
    5. Type the last part of your new custom URL in the text box.
    6. Click Save.

Education
- List Education in reverse chronological order.
- List Columbia School of Social Work first – include city and state, degree received (Master of Science in Social Work), concentration, field of practice, and expected graduation date.
- Continue, specifying each college/university attended, its location (city and state), degree received, graduation date (month and year), and major. Include minor(s).
- You may include GPA if above 3.6.

Experience
- List experience in reverse chronological order.
- Include all relevant experience: jobs, internships, volunteer work; paid and unpaid. You may divide it into 2 sections: Relevant/Related Experience and Other/Additional Experience.
- For each position include: employer, city, state, job title, dates of employment, and 3-5 bullet points.

<u>How to develop bullet points:</u>
- Each bullet point should highlight a specific skill set or accomplishments – initiative, impact, influence, innovation.
- Begin bullet points with action "power" verbs.
- Write in concise phrases, not complete sentences. Avoid using first person ("I"), pronouns, or the words "a" or "the".
- Use appropriate verb tenses. i.e. "Manage" for current positions, "Managed" for past positions.
- Periods are optional. Just be consistent in using them throughout.

<u>Bullet Point Formula</u>
Follow this simple formula to develop your bullet points:

Action "Power" Verb + Task + Purpose/Result

- Choose an action verb that is powerful (i.e. produce, develop, analyze) rather than passive (i.e. participated, received, responsible for, tasks included)
- Quantify responsibilities or achievements to demonstrate impact. Use numbers (a range is fine, i.e. "10-15") and percentages of clients served or staff/team members, dollars fundraised, grade levels and age range of clients, etc. Indicate frequency of tasks (i.e. daily, biweekly, monthly, annually, etc.). You can write numbers instead of spelling them out.
- Be achievement and results-minded – bullet points should demonstrate skill sets and accomplishments rather than just tasks.

Examples**:**
- Tutored 14 9th grade students in mathematics in 3 hourly classes per week to raise grades from failing to passing.
- Counseled 20 married couples over 6 months to improve communication and teach conflict resolution skills.

Other experience to consider including:
- Certifications/Licensure - list titles and dates certifications are active.
- Publications/Presentations - list under relevant section or create new section. Include dates.
- Professional Associations - list organizations, indicating leadership positions and committee work. Include corresponding years of membership.
- Leadership Experience - include in other sections if appropriate, otherwise create a new section.
- Honors/Awards - create a separate category if you have received 2+ scholarships, assistantships, academic honors, community achievements, and/or professional awards. Include dates.
- Volunteer experience - include under other categories or create a separate category for 2+ positions.
- Additional skills - computer (any software, not including Microsoft Office), languages (include proficiency). Do not include general character traits such as "communication" or "problem solving". Give proof of traits in bullets.