

# The Resume

## DESIGN

### General Resume:

Includes all experiences & skills

### Targeted Resume:

Experience & skills related to a position

Upload your resume to Handshake!

Hiring managers spend an average of 7-10 seconds reading your resume, make your resume stand out!

## CATEGORIES

### Education

Related Experience

Work Experience

Related Coursework

### College Involvement

Community Involvement

Honors & Awards

### Licenses/ Certifications

Special Skills

Professional Development

Continuously update your resume with new experiences, skills and other professional development opportunities!

## FORMAT

Keep your resume brief, generally one page

Be consistent with format, font, headings & dates

Use bullets to be concise, neat & well-organized

Your resume should be a flexible document, avoid using restricting templates!

## USE ACTION WORDS

### Management

Approved  
Delegated  
Oversaw

### Research

Diagnosed  
Examined  
Measured

### Technical

Engineered  
Programmed  
Utilized

### Data

Analyzed  
Calculated  
Researched

For full list of action words, visit Career Services or our website!

## DON'T FORGET

Avoid personal pronouns:  
I, Me, My, Etc.

**PROOFREAD!**  
Do NOT rely on spell-check

Have someone review your resume and/or read aloud

Print on quality paper: CAREER SERVICES PROVIDES FREE PAPER!

Your header should be the same on your resume, cover letter & references

# Will Succeed

Name: larger font & bold  
Remaining document: 11-12 pt. font  
(Arial, Verdana, Times New Roman, etc.)

(716) 123-4567 • will.succeed@daemen.edu

## EDUCATION

**Bachelor of Arts in Political Science**

Expected: May 2024

**Minor: +PLUS Local Community Development**

Daemen University, Amherst, NY

GPA: 3.6, Dean's List Recipient

List GPA if above 3.0.  
If you ever made Dean's List, only list it once

## RELEVANT EXPERIENCE

United States Courthouse, Buffalo, NY

List experiences in reverse  
chronological order

01/21-Present

**Intern, Curator's Office**

- Attend legal briefings to record meeting notes and proceedings
- Provide guided courthouse tours to students, visitors and community

Daemen University Peer Disciplinary Review Board, Amherst, NY

09/20-05/21

**Student Member**

- Reviewed student cases and suggest educational sanctions
- Collaborated with board members to determine residential standards

Use 2-4 bullets to describe accomplishments/responsibilities

## HONORS

Academic Service Learning Award Recipient

May 2022

Student Intern Award

April 2022

Finish Line Employee of the Month

July 2021

Add Honors  
category if you have  
2+ honors/awards

## COLLEGE INVOLVEMENT

Pre-Law Association, **Active Member**

Spring 2021-Present

History and Political Science Club, **Club Treasurer**

Fall 2021-Present

## COMMUNITY INVOLVEMENT

International Institute, Buffalo NY

If you completed Service Learning, add  
under Community Involvement category

Spring 2022

**English Second Language Assistant Teacher**

- Facilitate small group activities to promote English pronunciation
- Assist teacher to ensure students are on task and understand material

## CERTIFICATIONS

American Red Cross – First Aid, CPR, and AED Certified

Current

## WORK EXPERIENCE

Daemen University Research & Information Commons, Amherst, NY

09/21-Present

**Assistant Clerk**

- Answer student inquiries & offered appropriate reference materials
- Assist with circulation desk and processed check-outs and returns

Finish Line, Elma, NY

Job Title = Bold & italicized

Seasonal, 2021-Present

**Customer Service Representative**

- Train new employees on store policies and procedures
- Assist in locating appropriate attire to meet customer needs

Avoid statements  
overlapping dates