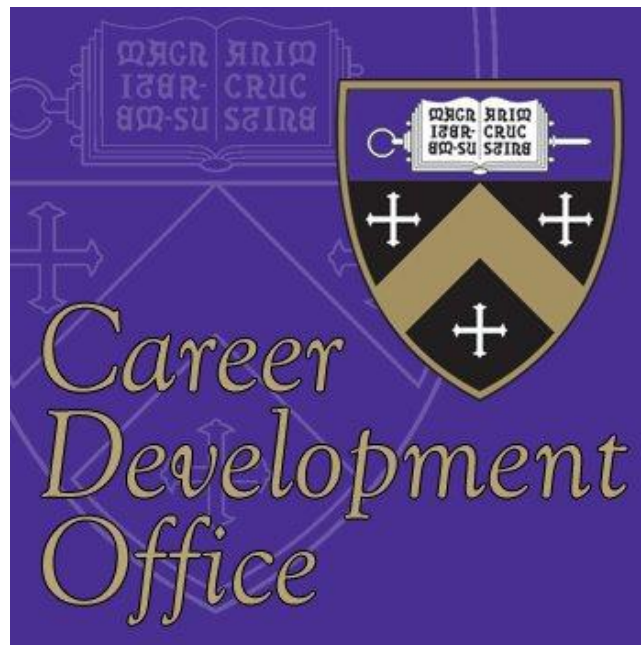


# Kenyon College



## Résumé Development Guide

**Career Development Office**

**Lower Gund Commons**

**Call:** 740-427-5165

**Email:** [cdo@kenyon.edu](mailto:cdo@kenyon.edu)

**Schedule an Appointment:** [career.kenyon.edu](http://career.kenyon.edu)

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## WHAT IS A RÉSUMÉ?

A résumé is a summary of your education, skills, accomplishments, and experience. To prepare a successful résumé, you need to know how to review, summarize, and flawlessly present your experiences and achievements – briefly and concisely. Résumé length is often debated, but many employers prefer one page for someone without full-time job experience. Most employers will agree that they spend less than 10 seconds looking at a résumé, so organize your résumé to communicate your accomplishments effectively.

## RÉSUMÉ FORMATS

There are two basic types of résumés: **chronological** and **functional**. All other types of résumés are combinations of these two basic formats. Consider creating a number of résumés targeted to different positions in which you are interested. Challenge yourself to be creative in the way you communicate the value you can bring to an organization.

<b>When to use a Chronological Résumé:</b> <i>(a résumé organized by job titles with the most recent position first)</i>	<b>When to use a Functional Résumé:</b> <i>(emphasis is on skills and accomplishments)</i>
<ul style="list-style-type: none"><li>• You know the employer will expect a traditional résumé (Fortune 500 companies and the education and government industries are usually more traditional).</li><li>• You can show a consistent work history that relates directly to the targeted job.</li><li>• Your job history shows consistent growth and development without major gaps.</li></ul>	<ul style="list-style-type: none"><li>• Your experience comes from a variety of jobs and experiences, volunteer work or unpaid positions.</li><li>• You want to focus on the skills and accomplishments that are related to the future job rather than your past work.</li><li>• The job titles you have held do not illustrate your accomplishments and responsibilities.</li></ul>

## RÉSUMÉ CONTENT

Before you start, keep in mind these general tips:

- Important information should stand out on the résumé. Some methods to accomplish this are by the use of capitalizing, bolding, underlining, italicizing, and surrounding areas with white space.
- If sending via hard copy, use high quality bond paper in colors such as white, ivory, or light gray. Avoid darker colors or patterns, as your résumé might be photocopied, faxed, and/or scanned into a computer system.

## HEADING

Begin your résumé with identifying information: your name, address, phone number, and email address. You might include both your campus and home contact information if you are a current student. If you wish to include your LinkedIn URL, or a link to your own website or portfolio, make sure it contains only professional information and images for a positive first impression.

## OBJECTIVE STATEMENT

A good way of focusing your résumé is to write an objective, clearly telling the employer the sort of work you're hoping to do. Keep it brief – preferably one or two lines. Include the position for which you are applying and some supporting skills you have to offer. If you are interested in several different types of work, you can either have two (or more) résumé versions, each with a specific objective or omit the objective from your résumé and state your objective in your cover letter.

## EDUCATION

Tell employers what you've learned in your education section. This section should include your degree, where and when it was earned or is expected (month and year), and your major(s). Other optional information may include: minors, concentrations, GPA, courses completed, honors/awards/scholarships, off-campus study information, etc.

Generally, it is not necessary to list your high school diploma under the education category. Exceptions may be for individuals who attended a private school and are seeking a teaching position in the same environment or underclass students seeking summer jobs/internships. In this case, list your education institutions in reverse chronological order. Thus, Kenyon will be listed first.

## EXPERIENCE

This section should describe your accomplishments with any experience you have had. Start with your most recent and work backwards. This category could include summer jobs, internships, on-campus jobs, volunteer work, related class projects, etc.

You will want to include the name of the organization, location (city and state), dates of involvement, your title, and two or three phrases describing what you did. Start each phrase with an action verb (see résumé action verb list on page 5). Avoid using personal pronouns, such as "I," "me," or "my."

If you have several experiences related to the position you are seeking, you could create a more tailored category heading. For example, your category heading for a teaching position could be Teaching Experience or Youth-Related Experience.

## LEADERSHIP EXPERIENCE

Keep this section simple, and formatted the same as you have your work and internship experiences. State the name of the organization, positions held (if any), your accomplishments, and the time frame of each involvement. Include athletics, clubs, student organizations/government, etc.

## OTHER CATEGORIES

Here are examples of other category headings you might want to use to highlight information:

- **Volunteer Work** (if not included in Experience section)
- **Special Skills** (fluency in a foreign language or specific computer programs, for example)
- **Honors and Awards**
- **Research Projects**
- **Theatrical Productions/Roles**
- **Juried Exhibitions**

### *A WORD FROM THE CDO STAFF...*

A dilemma many college students and new graduates encounter when writing résumés is that they have little or no relevant work experience. First, if you can, get some experience.

Campus organizations, internships, community service, volunteer work or special projects for an academic department are great ways to gain that experience. You can also list courses, seminars, workshops and training programs you have taken that are related to the position. Educate the employer on the skills you have acquired during these experiences. Market your uniqueness and valuable transferable skills.

**List your education before work history**, as it may be your strongest feature at this time. (People with several years of full-time experience often put education toward the bottom of a résumé.) Document your ability to do the following, and give examples of how you:

- learn quickly
- adapt to new environments
- research, analyze and solve problems
- initiate and develop new programs
- work in a team situation
- lead a team
- follow instructions
- deal with ambiguity
- make a decision
- communicate effectively
- are self-managed
- are resourceful
- are reliable
- follow through on projects

## **REFERENCES**

Do not indicate references on your résumé. However, you'll want to have them available. List the name, title, address, phone number and email address of your references in a separate document. Be sure you've obtained permission for releasing contact data.

## RÉSUMÉ ACTION WORDS (BY SKILL SET)

Use these verbs to construct intelligent descriptions of your accomplishments.

<b>Communication/ People Skills</b>	<b>Creative Skills</b>	Estimated	<b>Management/ Leadership Skills</b>	Replaced	Critiqued
Advertised	Acted	Forecasted	Administered	Restored	Detected
Arranged	Adapted	Installed	Analyzed	Reviewed	Determined
Articulated	Composed	Managed	Appointed	Scheduled	Diagnosed
Clarified	Conceptualized	Measured	Approved	Secured	Evaluated
Collaborated	Created	Planned	Assigned	Selected	Examined
Communicated	Customized	Prepared	Attained	Streamlined	Experimented
Composed	Designed	Programmed	Authorized	Strengthened	Explored
Consulted	Developed	Projected	Chaired	Supervised	Extracted
Contacted	Directed	Qualified	Considered	Terminated	Formulated
Convinced	Displayed	Reconciled	Consolidated	Utilized	Gathered
Corresponded	Drew	Reduced	Contracted	<b>Organizational Skills</b>	Inspected
Debated	Entertained	Repaired	Controlled	Arranged	Interviewed
Defined	Established	Researched	Converted	Catalogued	Invented
Directed	Fashioned	Retrieved	Coordinated	Classified	Investigated
Discussed	Formulated	Solved	Decided	Coded	Located
Drafted	Founded	Validated	Delegated	Collected	Measured
Edited	Illustrated	<b>Helping Skills</b>	Developed	Compiled	Organized
Elicited	Initiated	Adapted	Directed	Distributed	Researched
Expressed	Instituted	Advocated	Eliminated	Executed	Reviewed
Formulated	Integrated	Aided	Emphasized	Filed	Searched
Furnished	Introduced	Answered	Enforced	Incorporated	Solved
Incorporated	Invented	Arranged	Enhanced	Inspected	Summarized
Influenced	Modeled	Assessed	Established	Logged	Surveyed
Interacted	Modified	Assisted	Executed	Maintained	Tested
Interpreted	Originated	Clarified	Generated	Monitored	<b>Teaching Skills</b>
Interviewed	Performed	Coached	Handled	Operated	Adapted
Involved	Photographed	Collaborated	Headed	Ordered	Advised
Joined	Planned	Contributed	Hired	Organized	Clarified
Judged	Revised	Counseled	Hosted	Prepared	Coached
Lectured	Revitalized	Demonstrated	Improved	Processed	Communicated
Listened	Shaped	Diagnosed	Incorporated	Purchased	Conducted
Marketed	Solved	Educated	Increased	Recorded	Coordinated
Mediated	<b>Data/Financial/ Technical Skills</b>	Encouraged	Initiated	Registered	Critiqued
Moderated	Adapted	Ensured	Inspected	Reserved	Developed
Observed	Administered	Expedited	Instituted	Routed	Enabled
Participated	Adjusted	Facilitated	Led	Scheduled	Encouraged
Presented	Allocated	Familiarized	Managed	Standardized	Evaluated
Promoted	Analyzed	Guided	Merged	Systematized	Facilitated
Proposed	Applied	Helped	Motivated	Updated	Focused
Publicized	Assembled	Insured	Navigated	<b>Research Skills</b>	Guided
Referred	Assessed	Intervened	Organized	Analyzed	Individualized
Reported	Audited	Motivated	Originated	Clarified	Informed
Resolved	Balanced	Prevented	Overhauled	Collected	Instilled
Responded	Budgeted	Provided	Oversaw	Compared	Instructed
Solicited	Calculated	Referred	Planned	Conducted	Motivated
Spoke	Computed	Represented	Presided		Stimulated
Suggested	Converted	Resolved	Prioritized		Taught
Translated	Determined	Supported	Produced		Trained
Wrote	Developed	Volunteered	Recommended		Tutored
			Reorganized		

# SUMMER JOB/INTERNSHIP SAMPLE FOR UNDERCLASS STUDENTS

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## ALEXANDER MITCHELL

**College Address**  
PO Box 77  
Gambier, OH 43022

mittchella@kenyon.edu  
(505) 444-6842

**Permanent Address**  
1756 Lake Drive  
Edina, MN 55000

### OBJECTIVE

To obtain a summer internship with a daily newspaper utilizing research, writing, and computer skills

### EDUCATION

Kenyon College, Gambier, OH

*Bachelor of Arts in History*

Expected May 2014

Minor: English

- GPA 3.5/4.0
- Independent Project: History of various writing styles in the 19<sup>th</sup> Century

Northfield High School, Edina, MN

*High School Graduate*

June 2010

### EXPERIENCE

BMJ Marketing Inc., Columbus, OH

*Office Assistant*

Summer 2012

- Wrote letters in response to customer requests
- Entered client information into database
- Researched and responded to billing questions

Camp Minnetonka, Minnetonka, MN

*Camp Counselor*

Summer 2010 and Summer 2011

- Supervised a cabin of six, ages 10-14
- Organized camp-wide educational and social events for the campers
- Motivated campers to practice athletic skills and enter camp competitions
- Earned award for most spirited cabin clan

### LEADERSHIP ACTIVITIES

Kenyon College, Gambier OH

*First-Year Student Council*

Fall 2010-Spring 2011

- Organized informational and social events for the K'14 Class

*Men's Basketball Team Manager*

Fall 2010-Present

Northfield High School, Edina, MN

*Student Newspaper, Editor*

Fall 2009-Spring 2010

- Composed monthly newspaper, editing article submissions and selecting accompanying photos

*Student Newspaper, Staff Writer*

Fall 2007-Spring 2009

- Compiled articles on sports, theater productions and wrote the Seniors Say column

*Yearbook, Staff Member*

Spring 2009-Spring 2010

- Designed senior section of candid photographs

*Varsity Curling Team*

Fall 2008-Spring 2010

- Finalist, Minnesota State Championships, Fall 2009

Big Brothers/Big Sisters, Knox County, OH

*Volunteer*

Fall 2010-Spring 2011

- Mentored an underprivileged 10-year-old weekly

# CHRONOLOGICAL RÉSUMÉ SAMPLE FOR GRADUATES

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## DIANA HARRIS

836 Meadow Lane • Harrisburg, PA 17011 • (717) 761-0852 • harrisdm@gmail.com

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### EDUCATION

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#### **Kenyon College**, Gambier, OH

*Bachelor of Arts in Political Science, May 2012*

- Minor: Mandarin Chinese
- Cumulative GPA: 3.41/4.00; Merit List Scholar, 2010-2012
- **Relevant Coursework:** Microeconomics, Macroeconomics, Political Economics, Political Philosophy, International Relations, and Mandarin Chinese

#### **Associated Colleges in China**, Beijing, People's Republic of China

*Intensive Chinese language study program, Spring Semester 2011*

#### **Nanjing University**, Nanjing, People's Republic of China

*Study abroad program for students of Chinese and Chinese studies, Fall Semester 2010*

### EXPERIENCE

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#### **Pennsylvania Office of the Attorney General, Bureau of Consumer Protection**, Harrisburg, PA

*Research Intern, May 2011-August 2011*

- Aided attorneys and agents in investigating cases.
- Researched various legal resources for precedents related to pending cases.
- Mediated complaints.

#### **Kenyon College**, Gambier, OH

*Mandarin Chinese Apprentice Teacher, Fall 2011-Spring 2012*

- Lead a drill class of 8 introductory-level college students.
- Prepared daily lesson plans to stimulate learning and interest.
- Provided out-of-class assistance for students.

#### **Hui Long Elementary School**, Nanjing, China

*English Teacher, September 2010-December 2010*

- Taught spoken English to first-grade students.
- Created lesson plans that focused on English vocabulary.
- Developed homework assignments and related materials to aid in students' progress.

#### **Mid city Financial Corporation**, Chicago, IL

*Project Assistant, June 2009-August 2009*

- Assisted Senior Vice President in launching new commercial lending services.
- Prepared Business Resumption Planning materials with staff.

### LEADERSHIP ACTIVITIES

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Epsilon Delta Mu - Served as:

*Treasurer, 2011-2012*

- Created budgets and monthly financial statements.

*Public Relations Chair, 2010-2011*

- Assisted in the maintenance of fraternity web.

### COMPUTER SKILLS

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- Microsoft Office Software (Access, Excel, PowerPoint, Publisher, Word)
- Social Media (Facebook, LinkedIn, Twitter)



# FUNCTIONAL RÉSUMÉ SAMPLE FOR GRADUATES

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**JERRIN A. MARK**

39 Pearl Street • Claremont, NH 03743  
(904) 213-4456 • jerrin.a.mark@gmail.com

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## EDUCATION

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**Kenyon College**, Gambier, OH

*Bachelor of Arts in Economics*

May 2010

- Minor: Mathematics-Statistics
- GPA in Major: 3.4/4.0
- Overall GPA: 3.1/4.0
- Relevant Courses: Econometrics, Financial Markets, Linear Algebra, Data Analysis, Advanced Calculus

**Harvard University**, Cambridge, MA

- Courses: Financial Accounting

Summer 2009

**Chartered Financial Analyst**, Level I Candidate

## BUSINESS-RELATED EXPERIENCE

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**Anchor Capital Advisors, Inc.**, Boston, MA

*Equity Research Intern*

Summer 2009

*Investment advisory firm with \$1.75 billion under management.*

- Drafted research report on home networking/broadband developments for portfolio managers.
- Attended analyst meetings with top management of Motorola, Bristol-Myers Squibb, and Biogen, U.S. Steel, Nucor, & Waters Corp.
- Reviewed business plans for venture capital investments.
- Attended meetings for potential private placements and venture capital opportunities.

**Merrill Lynch**, Hanover, NH

*Research Assistant Intern*

Summer 2008

- Assisted brokers in equity, fixed income, and mutual fund recommendations based upon client portfolio holdings and investment strategies.
- Researched transaction records and performed cost-basis analysis for clients' transferred accounts.
- Developed Excel spreadsheets to analyze client portfolio valuation and brokers' universe list.
- Performed risk analysis on portfolio means and variances.
- Began Series 7 exam.

**Kenyon Library & Information Services**, Gambier, OH

*Helpline Analyst*

2007-2010

- Provided 'front line' technical support to administration, faculty, and students.
- Supported network resources (networking issues, public computer labs, Internet, and email).

**Kenyon Collegian**, Gambier, OH

*Business Manager*

2006-2007

- Assisted in ad layout, billed clients, established new local and national advertising accounts.
- Drafted budget proposal for submission to Student Council Appropriations Committee.

## LEADERSHIP EXPERIENCE

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**WKCO 91.9** "Hot Stock of the Week" Host, 2009-Present

**Kenyon Racquetball Club** Founder & President, 2008-Present

**Archon Society** (community service organization) Treasurer, 2008; Past Social Chair

**Kenyon Men's Lacrosse** Varsity Member, 2007-2008