OXY Occidental College
Hameetman Career Center

RESUME GUIDELINES

WHAT IS A RESUME?
A resume is a document you create to market your experience, skills and accomplishments to a potential employer. It should be targeted toward the opportunity you hope to secure. Above all, it should communicate to the employer why you are qualified for the position you are seeking.

GET STARTED:
Brainstorm experiences that are relevant to the position you are applying for. Then create categories that will best feature your most recent, relevant and significant accomplishments.

TIP: A college-level resume should be limited to one page.

WHO ARE YOU?

A complete **HEADING** includes your full name, email address, phone number, and home or college address. Make sure your email address is professional; your Oxy email works best. You can choose to include a permanent and school mailing address if necessary.

EDUCATION. Believe it or not, the fact that you are about to receive your Bachelor of Arts degree is your most significant accomplishment to date. This section is always listed at the top of your resume. Your education informs an employer that you are still enrolled in college, or a recent college graduate.

TIP:
If applicable, feel free to list honors and awards within EDUCATION

FAQ:
DO I INCLUDE HIGH SCHOOL? Unless you are a first year student, you do not need to include high school. However, you may choose to list your study abroad experience in the EDUCATION section.

WHAT ABOUT COURSEWORK? Under some circumstances, it can be beneficial to list key coursework at the advanced level (300/400 level) to demonstrate relevant knowledge where tangible experience may be lacking. List the title of the course, omitting all course numbers (since this doesn't translate to the world outside of Oxy).

WHAT HAVE YOU DONE?

If you are a social scientist, or a scientist, you may choose to include **RESEARCH**. List any research experience you've obtained. You can list your title as Undergraduate Researcher and describe what you did as a part of that particular research project, like you would in EXPERIENCE.

EXPERIENCE is the most important part of your resume because it communicates to the employer who you have worked for and the experiences and skills you have gained. Start by listing your title, the organization and the span of dates. Then describe what you did in each position.

Are you involved in clubs and organizations, or athletics on campus? An **ACTIVITIES** section will allow you to list these items. If you have substantial leadership experience in these extra-curricular activities, you can feel free to list them directly within your EXPERIENCE section.

Did you know? An employer takes 30 seconds to review your resume.

DESCRIPTIVE STATEMENTS: *See ACTION VERBS List
Using an action verb to begin each phrase, describe what you did within each position in the EXPERIENCE section. Feel free to be specific by including examples, details, and transferable skills.

Examples

- *Managed database of 400+ images across multiple interconnected web platforms*
- *Instituted residence halls tutoring program increasing average overall GPA from 2.9 to 3.3*

You may choose to list your descriptive statements in a bulleted format, or in a concise paragraph separated by punctuation. Either way, each phrase will start with an action verb and exclude any pronouns such as "I, we, us, or me." You should always try to list 3-5 statements per each experience.

The **SKILLS** section is where you can list your content skills. "Content" skills refer to the tangible skills you possess such as computer, language, or technical skills as well as any licenses or certifications you may have.

OTHER CATEGORIES may be needed depending on your experience, and the position you are applying for. You may choose to include other categories that will showcase your work and highlight why you are best qualified. These sections can include but are not limited to: Related Experience, Additional Experience, Leadership Experience, Professional Affiliations or Presentations, Volunteer Work and Interests.

RESUME CHECKLIST

- ✓ Research the position description
- ✓ Use consistent formatting
- ✓ Utilize accomplishment statements
- ✓ Absolutely no spelling or grammatical errors
- ✓ No use of "I, we, us or me"
- ✓ Limit to one page
- ✓ Save into a PDF to preserve original formatting when sending as an attachment

WRITING ACCOMPLISHMENT STATEMENTS

An accomplishment statement is a descriptive statement within a position listing on a resume that goes beyond what you did in the position. It tells the reader what you accomplished in the position by highlighting your achievements and the results of what you achieved.

What to include in a bullet point, if applicable

- *Quantify* – How many people? How much money?
- *Describe the population* – Kids? Adults? Education level? Region? Country?
- *Results* – What was the impact? Did you make a difference? Were scores improved?
- *Key Words from Job Description* – What skills/qualifications is the employer looking for?

EXAMPLE

Generic, vague statement:
Planned charity events

Strong, descriptive, quantified statement:
Coordinated three fundraising events for local shelters, which raised over $8,000 (20% over goal) and greatly improved community awareness

STEP BY STEP

Action verb: + **Project:** + **Result:** = **Accomplishment:**

Coordinated | three fundraising events for local shelters | which raised over $8,000 (20% over goal) and greatly improve community awareness | Coordinated three fundraising events for local shelters, which raised over $8,000 (20% over goal) and greatly improved community awareness

TRY IT YOURSELF!

Write an example of an accomplishment statement that showcases the above:

Action verb:

Project:

Result:

Accomplishment:

_____

_____

_____

_____

ACTION VERBS

Using action verbs will ensure that your experience and qualifications stand out.

Management & Leadership
administered
appointed
approved
assigned
attained
authorized
chaired
consolidated
contracted
controlled
coordinated
decided
delegated
directed
eliminated
emphasized
enforced
enhanced
executed
handled
headed
hired
hosted
increased
instituted
led
managed
merged
overhauled
oversaw
planned
prioritized
produced
recommended
streamlined
strengthened
supervised
terminated

Communication
addressed
advertised
arbitrated
articulated
authored
clarified
communicated
composed
condensed
conferred
consulted
contacted
conveyed
convinced
corresponded
debated
defined
described
discussed
drafted
edited
elicited
enlisted
expressed
influenced
informed
instructed
interacted
interviewed
involved
joined
judged
lectured
listened
mediated
moderated
motivated
negotiated
observed
outlined
participated
persuaded
presented
promoted
proposed
publicized
recruited
reinforced
reported
responded
solicited
specified
spoke
suggested
synthesized
translated
wrote

Research
analyzed
compared
conducted
critiqued
detected
determined
diagnosed
evaluated
examined
experimented
explored
extracted
formulated
gathered
identified
inspected
interpreted
investigated
located
measured
researched
searched
summarized
surveyed
tested

Technical
adapted
assembled
built
constructed
converted
debugged
engineered
fabricated
fortified
installed
maintained
operated
programmed
rectified
regulated
remodeled
repaired
replaced
solved
specialized
studied
upgraded
utilized

Financial/Data
adjusted
allocated
analyzed
appraised
assessed
audited
balanced
calculated
computed
conserved
corrected
estimated
forecasted
managed
marketed
projected
reconciled
retrieved

Helping
advised
advocated
aided
answered
assisted
cared for
coached
collaborated
contributed
cooperated
counseled
demonstrated
educated
enabled
encouraged
ensured
expedited
explained
facilitated
familiarize
furthered
guided
helped
individualized
insured
intervened
motivated
provided
referred
rehabilitated
simplified
supplied
supported
taught
trained
tutored
volunteered

Organization/ Detail
arranged
cataloged
categorized
charted
classified
coded
collected
compiled
distributed
filed
generated
implemented
incorporated
logged
monitored
obtained
ordered
organized
prepared
processed
purchased
recorded
registered
reserved
reviewed
routed
scheduled
submitted
standardized
systematized
updated
validated
verified

Creative
acted
began
combined
conceptualized
created
customized
designed
developed
displayed
drew
entertained
established
fashioned
founded
illustrated
initiated
integrated
introduced
invented
modeled
modified
originated
performed
photographed
revised
revitalized
shaped

Accomplishments
achieved
completed
expanded
exceeded
improved
pioneered
reduced
resolved
restored

FONT SIZE can be as small as 10 pt. and as large as 12 pt.

Use a **CLEAR FONT**. We used Calibri for this resume. Other acceptable fonts are Times, Arial Cambria, etc.

NAME should be bold and in a larger font (14-16pt.) than the rest of the page.

If you haven't graduated yet, put "**Expected**" in front of your target graduation year.

USE BULLET POINTS; they draw the eye and keep your information organized.

Make sure the **DATES** are right justified, it looks cleaner.

Use **CONSISTENT FORMATTING** throughout your resume. Choose a format for your positions and use **bold** to help highlight, but don't overdo it.

Bullet points for **CURRENT** positions should be in **present tense**.

Bullet points for **PAST** positions should be in **past tense**.

HEADINGS should be set apart by bolding, capitalizing, or a combination.

MARGINS should be consistent around the page; they can be as small as .7 inch and as large as 1 inch.

If you have an experience that you want to list, but don't have room for bullet points, it's okay to list it without bullet points.

Keep your resume to **ONE PAGE** if you are a current undergraduate or recent graduate. Some fields/employers allow for 2 pages but you should check with a counselor.

YOUR NAME

1600 Campus Road, Box 123, Los Angeles, CA 90041
(323) 555-1234 | name@oxy.edu | www.linkedin.com/in/customizedname

EDUCATION
Bachelor of Arts, Major Psychology; Minor Spanish
Occidental College, Los Angeles, CA — Expected May 2017

Study Abroad
University of London, London, England; Fall 2015

Relevant Coursework
Journalism, Literary Criticism, Graphic Design

RELATED EXPERIENCE
Oxy Engage Student Coordinator, Pre-Orientation Program-Occidental College, Los Angeles, CA 5/15 – 9/16

- Trained 30 student leaders in student development, safety, and leadership.
- Managed communications for 200 student participants.
- Handled logistics for 200 students traveling in Los Angeles over 3 days, including transportation, location booking, and emergency response.

Editor, Oxy Weekly-Occidental College, Los Angeles, CA 5/13 – 5/15

- Increased campus readership by 15 % via implementation of unique sales strategy.
- Enhanced overall content quality by leading a training session for five staff writers.
- Improved the paper's look by creating artistic graphics and an attractive layout.
- Interviewed faculty and others to obtain information for two investigative assignments.

Intern, Save the Children Foundation, Los Angeles, CA 5/13 – 5/14

- Resolved e-mail and telephone inquiries from Save the Children employees based throughout the U.S.
- Troubleshot and effectively articulated complex information to technical and non-technical users.
- Kept support queues low and reduced the average wait time for ticket resolution by 14%.

LEADERSHIP AND ACTIVITIES
Tutor, Neighborhood Partnership Program, Occidental College, Los Angeles, CA 8/14 – Present

- Provided academic support for middle and high school students in ESL and English writing classes.
- Developed peer-mentoring skills to engage with students and encourage pursuit of higher education.

Member, Sigma Lambda Gamma National Sorority, Inc. 2/13 – Present

Participant, Dance Production, Occidental College, Los Angeles, CA 9/13– 9/14

SKILLS
Language: |Fluent in Spanish. **Computer:** |Proficient in Microsoft Word, Excel, PowerPoint; knowledgeable of Adobe Illustrator and Photoshop. **Social Media:** |Proficient in Hootsuite, Facebook, Instagram; and Twitter

FORMATTING EXAMPLES

ALICE WALKER
1600 Campus Rd (Box 1234), Los Angeles, CA 90041-3314 | (123) 456-7890 | youremail@oxy.edu

EDUCATION

Bachelor of Arts, Undeclared Expected 5/20
Occidental College, Los Angeles CA

High School Diploma Received 6/16
Walter Payton College Preparatory High School (WPCP), Chicago, IL
GPA: 3.86

EXPERIENCE

Intern, *After School Matters*, Chicago, IL 6/12 – 8/16
- Connected 60 teen artists ranging from 14-18 years of age with administration to bridge communication divides among employees
- Contributed to budget planning and fund allocation of up to $2,500 to provide teen artists with pre-professional opportunities
- Handled and submitted confidential documents
- Led weekly donor and administrative tours to highlight the importance of art as a community builder and to increase funding for art programs
- Interacted with other ensemble members on a daily basis to establish a cohesive and inclusive performance group culture

Senior PAL, *Payton Advisory Leaders*, WPCP, Chicago, IL 5/14 – 6/16
- Developed bi-monthly supplemental curriculum intended for up to 300 underclassmen
- Mentored 30 freshman daily to contribute to an inclusive culture among students
- Supervised and mediated student discussions about sensitive social and cultural topics

Childcare Provider, *Private Residencies*, Chicago, IL 4/11 – 8/16
- Cared and cooked for up to six children from the ages of 2-13 to engage them in self-sufficient and nutrition-conscious practices
- Maintained cleanliness of residences to create sanitary play spaces for children

Ambassador Scout, *Girl Scouts of America*, Chicago, IL 9/07 – 8/16
- Led and adapted biannual workshops for as many as 200 younger scouts to empower young girls engage in the community
- Volunteered with many local and nationwide non-profit organizations on a monthly basis

ACTIVITIES

Class Representative, *Student Government*, WPCP, Chicago, IL 9/14 – 8/16
Academic Tutor, *Independent Practice,* WPCP, Chicago, IL 3/14 – 6/16
Clothing Drive Coordinator, *Dress for Success*, Chicago, IL 12/15 – 3/16
Member, *Varsity Soccer Team*, WPCP, Chicago, IL 1/13 – 3/15

SKILLS

Languages: Familiar with Spanish | **Computer:** Highly proficient in Microsoft Word, Microsoft PowerPoint and Google Services; familiar with Microsoft Excel, and iMovie

HARPER LEE
1600 Campus Rd, Box 1234
Los Angeles, California 90041
(123) 456-7890
youremail@oxy.edu

EDUCATION

Bachelor of Arts, Psychology
Occidental College, Los Angeles, CA Expected May 2020

High School Diploma
Eagle Rock High School, Los Angeles, CA Received May 2016
GPA: 3.9

HONORS AND AWARDS

Honor Society Fall 2015-Spring 2016
Humanitarian Club Treasure Fall 2015-Fall 2016
QuestBridge Finalist Fall 2015

EXPERIENCE

Crew Member September 2015-August 2016
Yogurt Court, Los Angeles, CA
- Provided friendly and effective customer service which resulted in successful sales
- Executed daily procedures to ensure the business ran smoothly
- Managed to be successful while working independently during every shift

ACTIVITIES

Member May 2014-May 2016
Track and Field Team, Eagle Rock High School, Los Angeles, CA

Volunteer June 2013- June 2016
King of Glory Lutheran Church, Boise, ID
- Participated in a wide variety of service ranging from mission trips to fundraisers

Tutor October 2015-February 2016
Jefferson Elementary School, Boise, ID
- Assisted children ages six to eleven, from the English Language Learners program in enhancing their reading skills

Council Member January 2015-January 2016
King of Glory Lutheran Church, Boise, ID
- Acted as a youth representative for council, as well as, for the youth and family committee

SKILLS

Languages: Conversant with Swahili. Familiar with Spanish and French
Computer: Proficient in Microsoft Word. Proficient with Facebook and Instagram

J.D SALINGER

12345 Address Ave, Los Angeles, CA 90041 | (123) 456-7890 | name@oxy.edu | www.linkedIn.com/in/custom

EDUCATION

Bachelor of Arts, Psychology, Minor in Philosophy
Occidental College, Los Angeles, CA — May 20XX
GPA: 3.89 | Dean's List 2014-2016

Hartwick College, Oneonta, NY — Fall 20XX
Phillip S. Wilder Jr. Award for Academic Distinction
GPA: 3.93 | Dean's List 2013

RESEARCH

Undergraduate Researcher — 8/2015 – 6/20XX
Directed Psychology Research with Dr. Schell, Occidental College, Los Angeles, CA

- Head Researcher. Tested and scored over 60 participants in a study on aspects of classical conditioning.
- Hooked up participants to Biofeedback mechanism and then ran program to identify spikes in somatic response activity in response to phobic or neutral images seen on a screen.
- Identified the amount of somatic activation in participants following unconditioned response and conditioned response and then entered data into SPSS.

EXPERIENCE

Social Worker Investigator, Children's Law Center of California**,** Los Angeles, CA — 5/2016 – 8/20XX

- Supported investigator staff of the attorneys who represent abused/neglected children.
- Conducted approximately 30 home visits to gather information for attorneys. Wrote reports for every visit.
- Started visits under supervision eventually completed my own case-load including five independent home visits.
- Interviewed children and caregivers to obtain information about services, psychological well being, and general concerns related to the current case.

Games Management Assistant, Occidental College, Los Angeles, CA — 10/2015 – 10/20XX

- Regularly assisted in athletic events through selling tickets, scoring and filming athletic contests, and general manual labor required in setting up events as well as cleaning up post-event.
- Worked one to two events a week.

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Soccer Referee, Rochester, NY — (Summer) 1/2011 – 3/20XX

- New York State Licensed Grade 8 Soccer Referee.
- Refereed elite youth club soccer age ranges 9 to 19, four to six times a week.
- Handled frequent conflicts involving players, coaches, and parents by calmly explaining the consequences of their actions and reminding them of the example they were setting.

Soccer Coach, Riverflow Soccer Club, Rochester, NY — 10/2011 – 12/2013

- Assistant Coach in charge of tactical and technical skills training, as well as general team management. Ran many sessions independently of other coaches and given free license to structure practice sessions.
- Coached one boys team as they progressed from ages 13 to 16. Practices were held two to three times a week.

LEADERSHIP AND ACTIVITIES

Senior Fellow, Occidental College Admissions — 7/2016 – Present
Student-Athlete Advisory Committee, Occidental College — 10/2015 – Present
Manager, Men's League Soccer Team, Glendale, CA — 11/2015 – Present
Member, NCAA Division III soccer program, Occidental College — 8/2014 – Present
Manager, treasurer, and creator, customized digital draft-style fantasy soccer league — 7/2012 – Present
Joseph Mancini Leadership Award, Sigma Alpha Epsilon, Occidental College — 3/2015
Member, NCAA Division I soccer program, Hartwick College — 8/2013 – 12/2013

SKILLS

Language: Fluent in Spanish | **Computer:** Proficient in Microsoft Word, Excel, SPSS, JCATS and Powerpoint
Certifications: CPR Certified. NYS Licensed Referee

JUNOT DIAZ

1234 Alumni Avenue, Los Angeles, CA 90041 / (323) 567-8910 / name@oxy.edu

EDUCATION

Occidental College, Los Angeles, CA
Bachelor of Arts, Politics — Expected May 20xx

HONORS AND AWARDS

Latino/a Endowed Scholarship (date), Anderson Summer Fellowship recipient (date)

RELATED EXPERIENCE

Center for Community Based Learning, **Occidental College –** *Education In Action Facilitator*
Los Angeles, CA — 12/14-5/xx

- Work with a faculty member teaching a Community Based Learning class to develop workshops, discussions, and speaker panels with various community partners
- Assist students in organizing and leading Community Justice events on campus that focus on advancing social justice in the Los Angeles community
- Maintain frequent contact with community partners and organize logistics for the class's Rebellious Lawyering Speaker Series, made up of ten speakers.

Wendy Davis for Governor Campaign – *Communications Intern,* Fort Worth, TX — 8/14-11/xx

- Organized a list of over a hundred media outlets and ensured that all contact information was current to streamline the pitching process
- Contacted radio, print, and television outlets in various media markets to pitch newsworthy stories for coverage on a daily basis, resulting in some significant coverage for our campaign.
- Created briefing documents, transcribed interviews, and wrote press releases or advisories to be reviewed by the Communications Director of Battleground Texas
- Attended campaign press events in support of the candidate

Public Counsel Law Center – *Statewide Education Rights Intern,* Los Angeles, CA — 5/14-8/xx

- Assessed and organized two years worth of school arrest data pertaining to juvenile arrests made by the Los Angeles School Police and shared relevant evidence with my supervisor.
- Created a rubric integrating Restorative Practices and Positive Behavior Interventions and Supports that was shared with the Restorative Practices task force
- Followed up with attendees of a juvenile ticket clinic and provided them with information about substituting their ticket fines for community service
- Attended the Dignity in Schools task force meetings and Children's Rights Project staff meetings

Neighborhood Legal Services Self Help Center – *Legal Intern,* San Fernando, CA — 1/14- 4/xx

- Assisted self-represented litigants with properly filling out and reviewing Family Law legal packets and Unlawful Detainer cases during three weekly shifts
- Met with the site attorney for final review of all legal documents
- Walked litigants through the steps of their legal process, including filing and appearing in court

ADDITIONAL EXPERIENCE

Shift Supervisor – *Occidental College Bookstore*, Los Angeles, CA — 12/12-6/xx

- Supervise shifts, handle customer service inquiries, and ensure that transactions run smoothly
- Close the store twice a week and run register reports, handle cash, and post sales at days end
- Run the store on Saturday mornings without managerial supervision

ACTIVITIES

- Kappa Alpha Theta - Eta Mu Chapter at Occidental College — 2/13-12/xx

SKILLS

Proficient in Microsoft Word, Excel, and PowerPoint; NGP Van; Proficient in Spanish

MAYA ANGELOU

Cell:
123-456-7890
School Address:
123 College Ave
Los Angeles, CA 90041

Email:
Personal@gmail.com
LinkedIn:
www.LinkedIn.com/in/ma

EDUCATION
Bachelor of Arts, Major, Chemistry; Minor, Math
Occidental College, Los Angeles, CA — Expected May 5, 20xx
GPA: 3.74

Study Abroad
University of Sussex, Brighton, UK — 9/2014 - 12/20xx

Related Coursework
General Chemistry, Calculus II, Organic Chemistry, General Physics, Physical Chemistry, Inorganic Chemistry, Instrumental Analysis, Synthesis and Reaction of Polymers, Linear Algebra, Multivariable Calculus

TECHNIQUES AND METHODOLOGIES
Nuclear magnetic resonance spectroscopy (^{1}H and ^{13}C-NMR), cyclic voltammetry, simple organic synthesis, UV-Vis spectroscopy, DNA modification of electrode surfaces, chemical kinetics measurements

RESEARCH
Chemistry Department, **Occidental College**, Los Angeles, CA — 5/2012 - 20xx
Directed Undergraduate Research
- Measure substrate binding kinetics on DNA-modified surfaces using cyclic voltammetry
- Presented laboratory work and findings at the Summer Research Program Conference

Chemistry Department, **California Institute of Technology**, Pasadena, CA — Summer 2013 | 20xx
Summer Undergraduate Research Fellowship
- Synthesized a metallointercalator complex to connect two arms of a 3-way junction in DNA
- Performed electrochemical tests and recorded substrate binding kinetics measurements on DNA-modified gold electrodes
- Conducted research under the mentorship of Dr. Jacqueline K. Barton and Dr. Ariel L. Furst and presented findings at Summer Undergraduate Research Fellowship Conference

RELATED EXPERIENCE
Chemistry Department, **Occidental College**, Los Angeles, CA — 8/2012 - 20xx
General Chemistry Teacher's Assistant
- Assisted students with experiments, provide supervision in the laboratory and graded laboratory reports

Peer Tutor — 1/2014 - 20xx
Asian American Tutorial Project, Los Angeles, CA
- Provide weekly one-on-one academic tutoring and mentorship for 12 fourth graders
- Collaborated with teachers to advise parents on homework and enrichment programs

LEADERSHIP & CO-CURRICULAR ACTIVITIES
President, Pilipino United Students Organization, Occidental College, Los Angeles, CA — 8/2013 - 20xx
Mortar Board Member, Senior Honor Society, Occidental College, Los Angeles, CA — 5/2015 - 20xx

SKILLS
Proficient in Microsoft Word, Excel and PowerPoint; Conversational in Tagalog

OCTAVIA E. BUTLER
1600 Campus Road, Box 123, Los Angeles, CA 90041
(323) 555-1234 | yourname@oxy.edu

REFERENCES

First and last name (Relationship to you)
Title
Company/Organization
Address
City, State, Zip
Phone
Email

Dominic Alletto, (Supervisor)
Assistant Director for Career Counseling
Career Services, Occidental College
1600 Campus Rd
Los Angeles, CA 90041
Phone:
Email:

Kerry Thompson, Ph.D. (Research Supervisor)
Interim Vice President for Academic Affairs and Dean of the College, Associate Professor of Biology
1600 Campus Rd
Los Angeles, CA 90041
Phone:
Email:

- **Email as a separate attachment only when requested.**
- List three to five individuals.
- Always inform these individuals of your intent and ask for their preferred contact information.
- Provide them with a copy of your resume and the job description.
- Select people who have supervised you and can speak to your working habits, skills, and assets. You may use a former supervisor, mentor, professor or co-worker. Avoid using a friend or family.
- Remember to use the same heading as your résumé and cover letter.