

The Basics

Resume

- Your resume is your personal marketing tool.
- Should be one page, it's a highlight of your skills, abilities and qualifications, not everything you've ever done.
- A resume should be clean, clear, consistent and concise.
- Be creative with space, minimize margins (can be as small as 0.5 and no larger than 1 inch), minimize font (as small as 10pt).
- Avoid using paragraphs; short, bulleted statements are much easier to read quickly (especially since your resume may only get a 30 second glance).
- Describe your experiences to highlight skills and knowledge that are relevant to the type of position you are seeking.
- The objective should determine your direction and everything else listed on the resume should support the objective.
- The content should show your education, experience, skills, and accomplishments.
- Use action words at the beginning of each bullet point phrase to describe your experience.
- Quantify examples whenever possible.

Cover Letter

- Never send a resume without a cover letter.
- The cover letter should compliment the resume and further explain it, not repeat it.
- NEVER EVER use To Whom it May Concern, find out to whom the letter should be addressed.
- Should be brief and concise as possible, while still inciting interest.
- It is an open-ended opportunity to sell yourself; so take advantage of it!
- Cover letters should be specific to each position in which you apply, write a new one for every position.

Reference Page

- References should be professors, job and internship supervisors, or advisers for student clubs or organizations. People who can attest to your academic ability, work ethic, and leadership skills. References should not be relatives or friends.
- You only need to send your references when asked.
- Always ask before listing someone as a reference and keep them informed in your job search.
- The reference page should include the same heading as your resume.
- Three to five references should be listed.

Developing your Resume

Below are typical sections that are included in a resume. You might include additional sections or not include all of those listed below. List the sections in order of importance for the position in which you are applying or the field in which your resume is tailored.

Contact Information

Your name should be at the top of the page, in larger font and/or bold, something that makes it stand out. Your address, city, state, and zip code should be next. Followed by your phone number and email address.

Objective

An objective clarifies and conveys your immediate career goals. It lets the employer know why you are contacting them.

To obtain full-time employment in public relations.
Seeking internship in publishing.

Education

You will want to include Whitman College, Walla Walla, WA. The type of degree Bachelor of Arts or B.A. and your major and minor (if you have one). Graduation month and year should be listed rather than dates of attendance.

Whitman College, Walla Walla, WA
B.A. English, May 2009
GPA: 3.8

Experience

This is the most important part of your resume, don't sell yourself short! This section is not just intended for paid employment, meaningful experiences that foster marketable skills are great experience! Don't pass over leadership positions in student government, volunteer work, clubs or fraternities or sororities in order to list mundane jobs like waiter, cashier or babysitter. List in the following manner:

Title, Organization, City, State, Month year- Month year

- List accomplishments and skills gained
- Use phrases beginning with action verbs (see page 3)

Activities

These are organizations you are involved with that are not relevant or significant enough to be listed in the experience section. Include the name of the organization and the dates of involvement.

Whitman College Varsity Volleyball, 2006-Present
President, Alpha Chi Omega, Jan-Dec. 2006

Skills

List any computer, language, lab or other skills necessary or related to the position to which you are applying.

Volunteer

This section can include your volunteer work. Remember that volunteer work is an excellent way to gain experience. Relevant volunteer work can be listed with in Experience. Volunteer work that is not directly related can be listed in this section.

Honors

Academic honors such as scholarships, Perry Grant, Abshire Grant, Order of Omega, Phi Beta Kappa, etc. Be sure to include the date you received the honor or were inducted to the honor society.

Action Words

Management Skills

administered
analyzed
assigned
attained
chaired
consolidated
contracted
coordinated
delegated
developed
directed
evaluated
executed
improved
increased
organized
oversaw
planned
prioritized
produced
recommended
reviewed
scheduled
strengthened
supervised
Communication Skills
addressed
arbitrated
arranged
authored
collaborated
convinced
corresponded
developed
directed
drafted
edited
enlisted
formulated
influenced
interpreted
lectured
mediated
moderated
negotiated
persuaded
promoted
publicized
reconciled

spoke
translated
wrote
Research Skills

clarified
collected
critiqued
diagnosed
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
organized
reviewed
summarized
surveyed
systemized
Technical Skills

assembled
built
calculated
computed
designed
devised
engineered
fabricated
maintained
operated
overhauled
programmed
remodeled
repaired
solved
upgraded

Teaching Skills
adapted
advised
clarified
coached
communicated
coordinated
demystified
developed
enabled
encouraged
evaluated

facilitated
guided
informed
instructed
persuaded
set goals
stimulated
trained

Financial Skills
administered
allocated
analyzed
appraised
audited
balanced
budgeted
calculated
computed
developed
forecasted
managed
marketed
planned
projected
researched

Creative Skills
acted
conceptualized
created
customized
designed
developed
directed
established
fashioned
founded
illustrated
initiated
instituted
integrated
introduced
invented
originated
performed
planned
revitalized
shaped
Helping Skills
assessed
assisted

clarified
coached
counseled
demonstrated
diagnosed
educated
expedited
facilitated
familiarized
guided
motivated
referred
rehabilitated
represented
Clerical/Detail Skills

approved
arranged
catalogued
classified
collected
compiled
dispatched
executed
generated
implemented
inspected
monitored
operated
organized
prepared
processed
purchased
recorded
retrieved
screened
specified
systemized
tabulated
validated
More Verbs for Accomplishments
achieved
expanded
improved
pioneered
reduced (losses)
resolved (problems)
restored
spearheaded
transformed

Samantha A. Smith

345 Boyer Ave.
Walla Walla, WA, 99362
(509) 555-1234
sas55@whitman.edu

Objective A full-time position in marketing

Education B.A., English, May 2009
Whitman College
Walla Walla, WA
GPA: 3.75

Study Abroad: Sorbonne University, France, January 2008-May 2008

Experience **Promotions Intern**, Sunshine Public Relations, Portland, OR, Summer 2008

- Designed promotional materials for Brewfest and Rose Festival using InDesign, attendance increased 11% over previous year.
- Worked on 25 events in the Portland Metro Area, and coordinated logistics of setup for 46 vendors.
- Invited to attend executive staff meetings.

Recruitment Chair, Alpha Chi Omega Fraternity, January 2007-December 2007

- Planned all events for recruitment, including scheduling facilities, catering, and schedule of activities.
- Recruited 23 new pledges, 25% increase over previous year.

Student Assistant, Career Center, Whitman College, Walla Walla, WA, September 2005-Present

- Created graphic designs and flyers to promote Career Center events.
- Offered student input and ideas based on student opinions.
- Assisted with administrative duties and maintenance of InternTrak and Career Consultant Network databases.

Skills Computer: Microsoft Word, Excel, Access, Power Point, Dreamweaver, InDesign
Language: Proficient in French

Activities Varsity Basketball, Whitman College, August 2005-Present
Senator, Associated Students of Whitman College, January 2007-December 2007

Volunteer Whitman Mentor Program, September 2006-Present

Honors Recipient, Whitman Internship Fund, Summer 2008
Whitman College Scholarship, 2008-Present

Candice Chance

2299 3rd Ave • Walla Walla, WA
509-555-7536 • chance@whitman.edu

Objective

A summer internship position in finance.

Education

Whitman College, Walla Walla, WA
B.A. Economics, May 2010
Minor: Politics
GPA: 3.5

Experience

Trustee, Whitman Investment Company, Walla Walla, WA, September 2007-Present

- Oversaw \$300,000 investment portfolio.
- Researched companies for possible investment opportunities.
- Wrote reports on research findings and present to the company.

Accounting Intern, Banc of America Investments, Seattle, WA, Summer 2008

- Prepared monthly bank reconciliation for Accounting Department.
- Recorded revenue on a daily basis for revenue reports for department.
- Scanned and electronically filed bank statements.

Sales Assistant, Nordstrom, Seattle, WA Summer 2007

- Achieved All-Star status for top seller during annual Anniversary Sale.
- Sold over \$10,000 on the first day of Anniversary Sale.

Community Service

Intern, Story Time Project, Whitman College, September 2006-Present

- Recruited 15 volunteer story readers.
- Organized and maintained storybook library.
- Matched readers with community locations.

Volunteer, Friends, Walla Walla, WA, January 2007-May 2007

Volunteer, Campfire USA, Seattle, WA, September 2005-June 2006

Activities

Public Events Chair, Associated Students of Whitman College, January 2007-December 2007

Alpha Phi Sorority, Inducted 2007

Anne Miller

millerah@whitman.edu

Current Address:

1500 Parker Street
Walla Walla, WA 99362
509-525-3200

Permanent Address:

6592 128th Ave. SW
Seattle, WA 98101
206-525-5145

OBJECTIVE

Seeking a full-time position in a laboratory setting capitalizing on research experience.

EDUCATION

Whitman College, Walla Walla, WA
B.A. Biology, May 2009
G.P.A. 3.8

University of York, York, England – Study Abroad Program, January 2007-May 2007

LABORATORY SKILLS

Enzyme characterization, RIAs, ion-exchange chromatography, gel electrophoresis, media preparation, protein, assays, plasma preps, aseptic techniques, use of radioisotopes, HPLC, cell fractionation

WORK EXPERIENCE

Laboratory Assistant, St. Mary Medical Center, Phlebotomist Laboratory, Walla Walla, WA
September 2008-Present

- Collected bioanalytical specimens for pharmacokinetics analyses.
- Recorded and documented laboratory or bioanalytical specimen collection incidents or problems.
- Performed venipuncture in a timely, efficient, and safe manner.
- Assembled equipment such as tourniquet, needles and disposable containers for needles, blood collection devices, gauze, cotton and alcohol on work trays.
- Assisted with vital signs, ECGs and participant monitoring as needed.

Laboratory Instructor, Vista Community College, Berkeley, CA
Summer 2008

- Lectured in genetics, immunology, microbiology and general biology.
- Prepared stock solutions and media.
- Supervised teacher assistants and oversaw 35 students in each class.
- Worked with a team of professors and teacher assistants in publishing new lab manuals.

Research Assistant, Comparative Endocrinology Laboratory, University of California, Berkeley, Berkeley, CA, Summer 2007

- Planned, organized, and assumed long-term and short-term research projects.
- Analyzed, researched and studied the evolution of hormones.
- Developed expertise in the metabolic pathways of thyronines.
- Adept in RIAs, enzyme characterization, and handling radioactive materials.

ADDITIONAL SKILLS

Language: Fluent in Cantonese

Computer: Microsoft Operations (Word, Excel, PowerPoint), Corel Quattro Pro

Writing the Cover Letter

The cover letter needs to be unique, personal, and attention-getting. The following is a cover letter template:

Your address
City, state, zip

Date

Mr./Ms./Dr. Name
Title
Name of Organization
Address
City, State, Zip

Dear Mr/Ms./Dr. Last Name:

First Paragraph: In your initial paragraph, state the reason for the letter, the specific position or type of work for which you are applying and indicate from what resource (Career Center, news media, employment service, name of person who referred you etc.) you learned of the opening. Say something to intrigue the reader that sells you; NEVER say you don't have any experience. The letter should flow and it should have a story. Keep in mind the type of job, for example, a cover letter for a financial job should be somewhat proper while for a job in writing it should be creative.

Second Paragraph: Briefly, indicate why you are interested in the position, the company, its products or its services. Demonstrate your high level of interest and enthusiasm for the position by revealing the fact that you have researched their organization and are knowledgeable about them. Do not focus too much on this; they are more interested in learning about your skills and experience.

Third Paragraph: Explain your qualifications as a candidate for the position; this should be the most significant part of the letter. State your related experience, work, internships, volunteer, or student leadership positions, and point out the specific achievements or unique qualifications that match the job description. Try not to repeat the exact information the reader will find in the resume, rather elaborate on points of interest to them. Use the job qualifications listed in the job description for the position as your guide for this section. Be specific and give examples that demonstrate how you have used those skills.

Final Paragraph: In the closing paragraph, indicate your desire for an interview and your flexibility as to the time and place. Possibly repeat your phone number and email address. If applicable, state that you will be in the city where the company is located on a certain date and would like to set up an interview. State that you will call to follow up on your letter (within ten days to two weeks) to discuss a possible appointment. You may choose to not write in your letter that you will follow up, but it may be wise to call to ensure your application materials were received. Thank the person for his/her consideration.

Sincerely,

Your Signature

Your Name

Finally, the Reference Page

The reference page should include the same heading as your resume
List 3-5 references in the same structure as those below

Name

Address ▪ City, State, Zip ▪ Phone ▪ Email

OR

Local Address

Permanent Address

References

Name of Reference

Title (may also include the capacity in which you know them i.e. Internship Supervisor)

Company or Organization

Address

City, State zip

Phone number

Email address

Name of Reference

Title (may also include the capacity in which you know them i.e. Internship Supervisor)

Company or Organization

Address

City, State zip

Phone number

Email address

Name of Reference

Title (may also include the capacity in which you know them i.e. Internship Supervisor)

Company or Organization

Address

City, State zip

Phone number

Email address

Remember

- ✓ Check for typos, proofread, proofread, proofread!
- ✓ Understand what the company does and the qualifications for the job, demonstrate that you have the qualifications.
- ✓ Follow all application instructions.
- ✓ Explain things clearly.