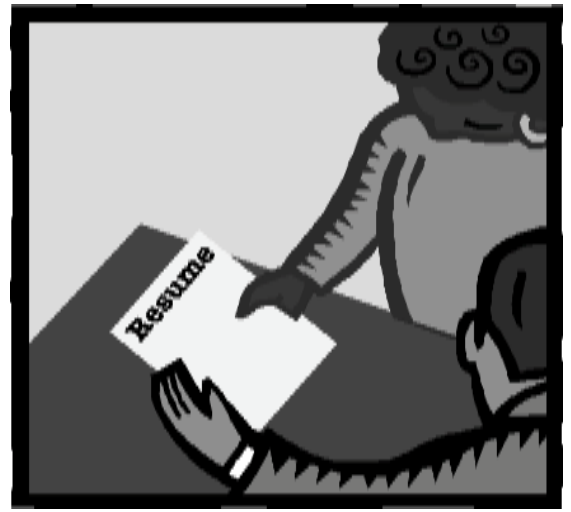


RESUMES

Hampshire College Career Options Resource Center



WHAT IS A RESUME?

- A summary of your professional background
- A snapshot of your skills, experience & abilities
- A way to set yourself apart from other applicants
- A 30-second, visual answer to the question: "Why should we interview you?"

The following are sections you can or should include in your resume, depending on your specific experience and skills and the positions(s) for which you are applying. Write a messy first-draft, and remember to visit CORC or schedule an appointment for individualized assistance.

HEADER

- Name – Make it stand out (type size, bold)
- Physical address, phone number, and email

SUMMARY or HIGHLIGHTS OF QUALIFICATIONS

- This section is optional, but can be very effective
- Include 3-5 bullet points
- Customize this section to a specific position. Ideas include:
 - Results, successes, skills
 - Leadership, cultural diversity, teamwork, facilitation
 - Languages (levels)
 - Technical Skills
 - Communication Strengths (written, presentation, collaboration, research, interpersonal)

EDUCATION

- **Hampshire College**, Amherst, MA
- Bachelor of Arts, Date (May 2013) or Candidate for Bachelor of Arts, May 2014
- Study Abroad
- Community College
- Academic Concentration
- Descriptions of Div II and/or Div III projects
- Honors/Awards (e.g. Schomburg Scholarship for Academic Excellence, 2011)
- Relevant Coursework

EXPERIENCE

- Depending on your field, this heading could read "Related," "Leadership," "Teaching," "Research" Experience; or another heading that brings attention to your relevant experience and job goal
- Include specific details about each position
- Use strong verbs to describe your role and responsibilities (see "Strong Verbs" list)
- Say as much as possible as concisely as possible

Brainstorm and include all relevant:

- Summer jobs
- Campus jobs/Leadership
- Internships
- Research/Independent Projects
- Teaching Assistantships
- Community Service/Volunteer Positions

List positions in reverse chronological order, including:

- Title/Position
- Company/Organization
- City and State
- Dates of Employment
- The responsibilities and accomplishments you wish to highlight

EXTRACURRICULAR /CAMPUS ACTIVITIES

- Especially those that demonstrate leadership
- May or may not be included in your “Experience” Section
- Get involved with clubs/groups/initiatives that reflect your passions
- Explore taking on leadership positions on campus

SKILLS

- Computer Skills (specific programs, platforms, applications)
- Foreign Languages and proficiency levels
- Other (e.g. Red Cross Certification, Conflict Resolution Training, Silk Screening)

REFERENCES

- Have references available on a separate sheet
- Don’t include references on your resume

MAKING YOUR RESUME SHINE

- Use a clear, legible font (Times, Arial, Calibri)
- Type should be 11-12 point, depending on the font
- Leave a one-inch margin around the border (your upper margin – name could be at .5)
- Section Headers should stand out from other content, e.g. all caps and/or bold
- Consistent indentation, punctuation, capitalization, bold type, white space
- Avoid visual clutter
- Strong, dynamic language and concise descriptions – skip articles (the, a, an)
- PROOFREAD
- Then have a friend proofread
- Then proofread again!

THE QUESTION OF LENGTH

- No hard and fast rule about length; it depends on the industry, with business being adamant about one page
- Most undergraduates and recent graduates can fit their resume onto one page
- Play with layout, fonts, and type sizes
- One-and-a-half or two pages is fine, if warranted by your experience

LANGUAGE TIPS

- **Write about your accomplishments** in a particular position; responsibilities; skills, attributes, or qualities you demonstrated; tasks you performed to meet specific goals
- **Use the language of the field you are trying to enter** whenever possible, especially when describing your work experience. Here are examples of how statements were improved on a resume written for a job in human services:
 - Before: Worked with people dealing with alcohol related issues.
 - Better: Counseled clients on issues of alcohol abuse.

 - Before: Wrote notes on improvements and problems.
 - Better: Documented progress, ongoing issues and challenges.
- **Write each phrase using the strongest verb possible** to describe your experience. Avoid using first person pronouns (I, me, my) and qualifying words or phrases that diminish the significance of your accomplishments. Here are some examples of phrases starting with active verbs:
 - Managed five undergraduate research assistants
 - Analyzed statistical data to demonstrate correlations between students' undergraduate experiences and career choices
 - Co-authored internship training manual to ease the transition for future interns
 - Organized and coordinated international conference on human rights, held in Tennessee, April 2010
 - Solicited sponsorships from local business to raise funds for a school devastated by Chilean earthquake.
- **Use Key Words.** As mentioned previously, larger employers often scan resumes into their system and then search for specific desired keywords. The job posting will give you ideas about key words to use; think titles, experience words, skills, etc. The Highlights of Qualifications or Summary sections might give you the opportunity to use language that does not otherwise fit.

DESCRIBING YOUR ROLES & RESPONSIBILITIES: USE STRONG VERBS!

Achieve	Diagnose	Interview	Produce	Sew
Act	Direct	Introduce	Promote	Shape
Administer	Draw	Invent	Publicize	Simplify
Advocate	Edit	Judge	Purchase	Solve
Allocate	Elicit	Keep	Question	Speak
Analyze	Eliminate	Lead	Raise	Stimulate
Approve	Emphasize	Learn	Read	Study
Assemble	Enforce	Lecture	Realize	Summarize
Assess	Establish	Listen	Reason	Supervise
Build	Estimate	Maintain	Receive	Supply
Calculate	Evaluate	Make	Recommend	Synthesize
Chair	Examine	Manage	Reconcile	Systematize
Coach	Expand	Manipulate	Record	Talk
Collaborate	Experiment	Master	Recruit	Teach
Compile	Explain	Motivate	Reduce	Tell
Compose	Express	Negotiate	Refer	Train
Conceive	Extract	Observe	Remember	Translate
Construct	Facilitate	Operate	Reorganize	Tutor
Consult	Figure	Organize	Repair	Understand
Control	File	Originate	Research	Unite
Coordinate	Finance	Paint	Review	Update
Copy	Foster	Perceive	Revise	Upgrade
Count	Formulate	Perform	Schedule	Use
Create	Identify	Persevere	Secure	Utilize
Debate	Imagine	Persuade	Select	Verbalize
Define	Implement	Photograph	Sell	Verify
Deliver	Improve	Pilot	Sense	Weigh
Demonstrate	Improvise	Plan	Separate	Work
Design	Increase	Problem	Serve	Write
Determine	Influence	Solve	Service	
Develop	Inspire		Set	

Jesse Newsome

Hampshire College Box 287 • Amherst, MA, 01002 • 413-559-5445 • jnewsome@hampshire.edu

EDUCATION

Hampshire College, Amherst, MA
Bachelor of Arts expected, May 2014
Award: Non Satis Scire Scholarship for academic excellence, 2011

Franklin High School, Franklin, MA
Graduated, June 2010
National Honor Society, International Baccalaureate
Award: Jon Pagnato Community Service Award, 2010

Note: This is a beginning resume for someone not yet focused. Refer to other samples for ways to focus your resume for a specific position.

EXPERIENCE

Monitor, Robert Crown Center, Hampshire College, Amherst, MA, Sept 2011 – Present

- Answer questions and give instructions regarding use of recreation center
- Check patrons' identifications

Server, Whistlestop Café, Franklin, MA, Summers 2009 – 2011

- Waited tables at high-volume breakfast and lunch café
- Plated salads and appetizers, made gourmet coffee drinks
- Introduced live musicians and encouraged customers to support musicians through tipping or buying cd's

Tutor/Mentor, Franklin Public Library, Franklin, MA, Sept 2009 – June 2011

- Tutored middle school students in math and reading skills
- Encouraged students to think about college as an option
- Co-coordinated final party and ceremony for program participants

Peer Mediator, Franklin High School, Franklin, MA, Sept 2009 – June 2011

- Participated in 30-hour training on mediation and conflict resolution
- Mediated conflicts between students
- Educated peers about peaceful communication skills and managing anger

Dancer, Synergy Youth Dance Ensemble, Worcester, MA, Sept 2008 – August 2010

- Performed ballet, tap, and hip hop with pre-professional touring ensemble
- Assisted with youth dance classes and fundraising
- Participated in dance lessons for 13 years

Fundraising/Food Collection Volunteer, Heart to Hand, Franklin, MA, Summer 2008

- Co-organized and publicized concert to raise funds for survivors of China earthquake
- Collected and packaged food and supplies

SKILLS

- Intermediate Spanish
- Microsoft Word, Excel, Powerpoint; Adobe Photoshop
- Social networking using Facebook and Twitter
- Multi-tasking in high-pressure environment
- Mediation/Conflict resolution
- Friendly and professional communication

INTERNATIONAL EXPERIENCE

Belize: Participated in science research trip with high school biology class, 2010
Mexico, Canada: Performed in international mini-tour with Synergy Youth Dance Ensemble, 2009

SARAH FORTUNATA

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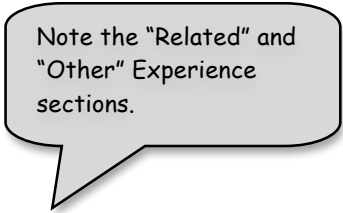
Note the skills and project experience.

- SUMMARY** Advanced documentary film student with excellent technical and creative skills
- EDUCATION** **Hampshire College**, Amherst, MA
Bachelor of Arts Degree expected, May 2013
Concentration: Documentary Film, American History
Relevant Coursework: Directors Process, Film Workshop, Video Production, Non-Fiction Filmmaking, Writing for Theater, Devised Theater, Making Media for Democracy
- SKILLS** **Editing Software:** Final Cut Pro, After Effects, Avid, Photoshop
Film Production: Schedule management, lighting and sound, digital and 16mm camera operation, research, copyright permissions, location scheduling, interviewing
Applications: Microsoft Word, Excel, Powerpoint, Prezi, Dreamweaver
Communication: Professional phone and email communication, promotion and fundraising using social media and crowd funding, public speaking, cold-call fundraising
- FILM/VIDEO PROJECTS** **Hometown Team**, Writer, Director, Producer, Spring 2012 – Present
- Currently producing full-length documentary following small-town senior center softball team
 - Raised \$3000 through crowd funding and grants
 - Obtained copyright permission to include historical footage
- Calliope**, Fall 2011
- Produced short experimental piece integrating video and abstract computer animation, studying themes of gender identity and performance
- Paper Giants**, Spring 2011
- Used green screen and After Effects to create 5-minute educational film about the logging industry
- EXPERIENCE** **Media Assistant**, Hampshire College Media Services, Amherst, MA, Fall 2010 – present
- Assist in circulation, inspection, and maintenance of equipment, films, and videos
 - Operate audio-visual equipment at campus events
- Video Intern**, Music Maker Relief Foundation, Greensboro, NC, Summers 2010, 2011
- Videotaped concerts of local blues musicians for preservation in foundation archives
 - Made promotional videos for musicians
 - Assisted struggling musicians with scheduling gigs, lodging, transportation, and promotion
- Video Installation Monitor**, Brick and Mortar Video Art Festival, Greenfield, MA, Fall 2011
- Explained video installations and other art exhibitions to festival attendees
 - Directed visitors to various exhibits located throughout town of Greenfield
- Fundraiser**, Hampshire College Phone-a-Thon, Fall 2010, Spring 2011
- Raised funds for Hampshire College via telephone outreach to alumni; exceeded goals
 - Connected with alumni and told stories of current students in order to encourage giving
- AWARDS** **Tom Joslin Award**, grant to support senior thesis film, Spring 2012
Best Experimental Film (Calliope), Five College Film Festival, Spring 2011
Academy of Motion Picture Arts and Sciences Internship Grant, Summer 2010

View clips online at <http://sarahfortunata@tumblr.com>

SANDRA CONNORS

313 Marybelle Lane
Urbana, IL 61801
(217) 500-5000
cconnors@gmail.com



Note the "Related" and "Other" Experience sections.

EDUCATION **Hampshire College**, Amherst, MA
Bachelor of Arts, May 2011

Interdisciplinary Concentration: Developmental Psychology and Anthropology:
Focus on Cross-Cultural Conceptions of Self, Gender, and Development

Thesis: "An Examination of College-Age Women's Long-Term Coping Strategies
in Response to Parental Divorce"

RELATED **Counselor/Advocate for Battered Women and Children**, June 2011-Present
EXPERIENCE A Woman's Place, Urbana, IL

- Advocate for battered women needing legal, housing, and medical services
- Counsel clients on domestic violence and sexual assault issues
- Provide crisis intervention and referrals on telephone hotline
- Co-facilitate house meetings and discussions on women's empowerment
- Assist with program development in community outreach and volunteer training

Residential Advisor, September 2009-May 2011

Prescott Housing Area, Hampshire College, Amherst, MA

- Counseled and advised students regarding social, academic, and personal issues
- Facilitated social and educational programming to promote community in residence hall
- Mediated conflicts and acted as first point of contact in emergency situations

Teacher/Residential Advisor, Summer 2010

Exploration Summer Program, Parkland College, Champaign, IL

- Counseled and supervised high school juniors and seniors
- Taught two psychology courses at the high school level
- Organized and implemented daily activities, including field trips

Research Intern, January-May 2010

Psychology Department, Hampshire College, Amherst, MA

- Conducted experiments on the interaction between pre-schoolers' existing knowledge and their inductive reasoning ability
- Maintained relationships with children, parents, and schools
- Operated video equipment, wrote methods section, prepared stimuli cards

Relief Residential Counselor, February-May 2009

Hampshire County Senior Services, Northampton, MA

- Taught daily self-care and leisure activities to elderly, mentally ill and developmentally disabled clients
- Followed Individual Service Plans; assisted in deinstitutionalization process

SKILLS

- Group facilitation/conflict resolution
- Trust-building and general interpersonal skills
- Outreach and educational presentations
- Understanding of oppression-liberation theory
- Coordinating educational and recreational activities for different populations
- Research, writing, data analysis, SPSS statistical software

OTHER

EXPERIENCE

- Elected member, Student Government Association, Hampshire College, 2009-2011
- Bookstore Clerk, Campus Bookstore, Peoria, IL, Summer 2009
- Gardener and Wreathmaker, Prairie Rose Wreaths, IL, Summers 2007 & 2008

CHRIS BOWMAN

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(413) 559 – 5445

Campus Address:

Hampshire College, Box 554
Amherst, MA 01002

Home Address:

346 Main Street
San Jose, CA 99990

HIGHLIGHTS OF QUALIFICATIONS

- Two years combined experience tutoring, teaching, and leading activities for children
- Fluent in spoken and written Spanish
- Skilled in communication: planning, teaching, and leading groups
- Highly motivated, committed to social justice and diversity

Note the
Highlights of
Qualifications
section.

EDUCATION

Hampshire College, Amherst, MA
Bachelor of Arts expected, May 2013

Hampshire Semester Abroad, Havana, Cuba, Spring 2012
Spanish language and culture; independent project: “Art in the Cuban Classroom”

Interdisciplinary Concentration: Educational Psychology and Cross Cultural Influences in Early Childhood Development

Thesis: “Art, Play, Politics, and Activism in Early Childhood Education”

Relevant Coursework:

- Early Childhood Development
- Developmental Psychology
- Race and Racism in US Educational Systems
- Classroom Management
- Theatre for Young Audiences
- Cultural Diversity in American Education

TEACHING EXPERIENCE

Tutor/Mentor, Horizons for Homeless Children, Holyoke, MA, Summer 2012 - present

- Tutored twelve children ages 10-13 in math and reading
- Communicated with Spanish-speaking children to provide ESL assistance
- Successfully addressed issues of self-esteem and confidence with system of rewards and verbal praise

“Day in the Lab” Instructor, Hampshire College, Amherst, MA, Spring 2010, Fall 2011 & 2012

- Led groups of local high school students in execution of chemistry lab experiments
- Taught students chemistry principles fundamental to each experiment

Teaching Intern, Amherst Common School, Amherst, MA, Fall 2010

- Assisted pre-school teacher with group learning activities for children, ages 3-5
- Organized and planned morning arts and crafts session
- Led group play activities for special needs children to encourage use of gross motor skills

Camp Counselor, Marin Horizon Summer Camp, Mill Valley, CA Summers 2009 & 2010

- Planned and led activities in singing, theater, and arts for groups of campers, ages 10-12
- Assisted Camp Director in leading discussions on pre-adolescent issues: peer group pressure, bullying, and self-esteem; resulted in mutual respect and inclusion
- Managed dormitory of twelve campers, including initiating wakeup activities, performing evening check-in, and facilitating cooperative living

Financed college education through additional part-time jobs, 2008-present

EDUCATION

Hampshire College, Amherst, MA
Bachelor of Arts, 2012

Concentration: Molecular Biology

Senior Thesis: *Role of Notch in the Development of Th17 Cells*

Relevant Courses:

- | | | |
|----------------------|--------------------------|------------------------------|
| • Immunology | • Evolutionary Biology | • Bioinformatics |
| • Cell Biology | • Physiology | • Biochemistry |
| • Gene Cloning | • Biomolecular Structure | • Calculus I and II |
| • Drug Design | • Human Biology | • Computer Programming |
| • Microbial Genetics | • Endocrinology | • Organic Chemistry I and II |

Note: This is a grad school or research focused resume.

Science College, Nashik, Maharashtra, India

Higher Secondary Certificate Examination: Grade I with Distinction (Highest attainable grade), 2008
Meritorious Achievement, Dr. Homi Bhabha Science Talent Search Examination, India, 2006-2007

RESEARCH EXPERIENCE

Senior Thesis Project, School of Natural Science, Hampshire College, Amherst, MA (2011-12)

- Investigated role of Notch signaling in Th17 cell-development and Experimental Autoimmune Encephalomyelitis
- Developed protocol to induce EAE in B6 mice

Harvard Immunology Summer Program, Harvard Medical School, Boston, MA (Summer 2011)

- Characterized monoclonal antibody against T-reg cells; analyzed receptor expression

Independent Study, Molecular and Developmental Biology, University of Massachusetts-Amherst (2010-11)

- Designed independent research project in developmental biology
- Analyzed gene expression of *Pyy* and its implications in early embryonic development; developed strategies to make novel *Pyy*-construct for knock-in mice

Harvard Immunology Summer Program, Harvard Medical School, Boston, MA (Summer 2010)

- Studied role of complement system in clearance of *Streptococcus pneumoniae* in complement-depleted mice

Research-based Independent Study, Molecular Biology, Smith College, Northampton, MA (Spring 2009)

- Conducted experiments in molecular biology of parasites
- Examined gene expression in *Wolbachia* endosymbiont of *Brugia malayi* and expression of upregulated *Wolbachia* genes during L3 and L4 infective phase of *Brugia*

Biomimetic Materials HHMI Summer Program, Amherst College, Amherst, MA (Summer 2008)

- Studied and researched in organic chemistry laboratory
- Investigated synthesis of catalytic molecular imprints using biological model for allylic isomerization of a β,γ -unsaturated ketone

ADDITIONAL EXPERIENCE

Intern (Resident Assistant), Residential Life, Hampshire College (2010-12)

- Communicate information about community norms, counsel peers, make referrals, mediate disputes, resolve conflicts, plan and schedule educational and social events

Teaching Assistant, Human Biology, Hampshire College (Fall 2010 and 2011)

- Tutored students in cell biology, immunology, genetics, and molecular biology

ADDITIONAL EXPERIENCE (cont.)

Group Leader, Day in the Lab for Middle School Students, Hampshire College (Fall 2010)

- Designed project for students to visually check cells and learn gel electrophoresis

Student Technical Assistant, Academic Computing, Hampshire College, Amherst, MA (2008-09)

- Helped students trouble-shoot hardware and software issues with PCs and Macs

Building Monitor, Cole Science Center, Hampshire College (2008)

- Ensured security of building and equipment

SKILLS**Laboratory Techniques**

- Molecular biology: DNA/RNA isolation, PCR, gel electrophoresis, analytical restriction enzyme digests, standard cloning technology, protein assays, phase contrast and confocal microscopy, multiphoton microscopy, spectrophotometry and scintillation counting, *in situ* hybridization
- Immunology: ELISA, ELISPOT, FACS, immunoprecipitation, western blot, immunohistochemistry, bleeding mice, intravenous and intraperitoneal injections, intranasal infection, dissection, *in vitro* culture
- Organic Chemistry: NMR spectroscopy, UV/Vis absorption spectroscopy, GC/MS, column chromatography, thin liquid chromatography, rotary evaporation, vacuum drying and filtration

Databases and Tools

- National Center for Biotechnology Information (PubMed, GenBank, BLAST)
- Proteins and genomes OMIM, UCSC Browser, KEGG pathway, UniProt, SwissProt, PDB)
- Bioinformatics (CLUSTAL-W, Phylip, SNAP, Data Monkey)
- PyMol

Computers

- Programming: Processing (Java language); the language R; Perl script
- Software: Microsoft Office, Adobe Photoshop and InDesign

Languages and Communication

- Fluent in written and spoken English, Marathi and Hindi
- Working proficiency in French and Spanish
- Public speaking, scientific presentations

LEADERSHIP

Coordinator, SCIENCES Network, Hampshire College (2010-11)

Student Member, Natural Science Diversity Committee, Hampshire College (2009-11)

Athletic Competitor: competed on badminton teams from elementary school through college

- Founder, Member and Coordinator, Badminton Club, Hampshire College (2008-12)
- Team Captain, Badminton Team of H.P.T. Arts and R.Y.K. Science College, Nashik, India (2006-08)
- Team Captain, Nashik District Under-16 Badminton Team, Nashik, India (2004-06)

OTHER INTERESTS

Photography; guitar; trekking and adventure (Himalayas, Western Ghats, Holyoke Range)